



Job Title	Construction Project Coordinator I	Job Code	FS0115
Pay Plan	A&P	Pay Grade	17
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		Subfamily	Construction Project Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Construction Project Management Professionals plan, organize, and coordinate construction projects. Design engineering plans and evaluates design proposals. Coordinate with architects, engineers, and construction team/firms to ensure adherence to schedules, project plans, and university objectives.

Job Summary

Manages the assignment, coordination, and tracking of projects. Manages the continuing service vendor process, department forms, and project reporting.

Representative Duties

1.
 - Facilitates the collection, organization, and approval of new project requests
 - Prepares project documents and folders
 - Conducts weekly meetings to review, authorize, and assign projects
 - Advises on vendor selection for contracting scopes of work
 - Works closely with Director's Office to oversee and ensure full project compliance
 - Serves as contract administrator, ensuring fulfillment of vendor and owner contract obligations

2.
 - Compiles and evaluates relevant project information in preparation of client meetings.
 - Participates in client meetings to discuss updates of projects
 - Serves as a liaison between Associate directors and clients where requested
 - Researches building and campus history for issues related to current projects.
 - Coordinates environmental operations, energy/sustainability, code/life safety, and other issues
 - Manages database and ensures data integrity
 - Manages vendor process
 - Supports Project Managers
 - Designs and develops operations manual and resource library
 - Manages the procurement process

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.