

CAPITAL IMPROVEMENT PROJECT COORDINATOR

NATURE OF WORK:

Coordinates capital improvement projects, programs and activities of seaport and other Government of Guam facilities.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not include all the duties and responsibilities which may be assigned: nor do the examples cover all the duties which may be performed.)

Coordinates and participates in the planning, implementation and monitoring of capital improvement projects and related construction programs and activities;

Monitors construction projects and work to insure compliance of construction plans, contract schedules, specifications and applicable regulations; insures that proper construction procedures are followed and materials conform to specifications; evaluates discrepancies and recommends appropriate and corrective action;

Participates with engineers, management contractors, and other appropriate personnel in the preparation of cost estimates, construction schedule, engineering designs, specifications and contract agreements;

Reviews, identifies and recommends solutions to current and anticipated construction and maintenance problems of facilities;

Maintains liaison with contractors, engineers and other officials;

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the local and national building and safety regulatory codes.

Knowledge of the materials, methods and techniques used in the construction trade.

Knowledge of the principles and practices of construction management.

Ability to plan, develop, implement and monitor capital improvement projects and related activities.

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Ability to make work decisions in accordance with pertinent laws, regulations, policies and other program guidelines.

Ability to evaluate seaport and other Government of Guam facilities and maintenance operations and recommend appropriate improvements.

Ability to communicate effectively orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

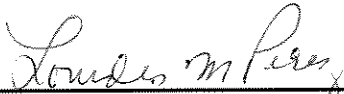
- (a) Four years of experience in building inspection, construction, construction management or related work and a bachelor's degree in business or public administration or related field; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED DATE: Unknown

AMENDED: November 2006

PAY GRADE: O

HAY EVALUATION:	KNOW HOW:	FI2	264
	PROBLEM SOLVING:	E3(38)	100
	ACCOUNTABILITY:	E2C	<u>115</u>
	TOTAL POINTS:		479



LOURDES M. PEREZ, Director
Department of Administration