



## Projects Coordinator Plant Operations

PO/2

### JOB SUMMARY

This position is responsible for coordinating renovation and construction projects.

### MAJOR DUTIES

- Coordinates with internal customers concerning project needs.
- Works with architects and engineers to develop program and schematic plans for renovations and new construction.
- Monitors the work of contractors in the performance of construction projects.
- Installs, replaces or repairs plumbing fixtures.
- Builds cabinets and shelving; installs dry erase boards; hangs pictures; assembles equipment and furniture.
- Replaces, repairs and re-keys locks; installs, replaces or repairs panic devices, hinges or closures.
- Replaces and repairs lights, switches, and outlets; installs conduit and wiring.
- Replaces or repairs carpet, VCT and ceramic tile.
- Replaces damages ceiling tiles and repairs walls as needed.
- Reads and interprets blueprints and drawings.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of project management principles and practices.
- Knowledge of facilities operations, maintenance and management principles and practices.
- Knowledge of electrical, mechanical, and plumbing system construction, maintenance and repair principles.
- Skill in interpreting drawings and blueprints.
- Skill in the operation of computers and job related software programs.
- Skill in the use of hand and power tools.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Plant Operations Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

### GUIDELINES

Guidelines include the Board of Regents Building Projects Procedures Manual, Board of Regents major repair and renovations guidelines, National Fire and Electrical Codes, International Building and Plumbing Codes, life safety codes, Georgia accessibility codes, and college policies and procedures. These guidelines require judgment, selection and interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied project coordination and building maintenance duties. The variety of projects to

be managed contributes to the complexity of the position.

- The purpose of this position is to coordinate new construction and renovation projects and to maintain and repair campus facilities. Success in this position results in the provision of safe, attractive, and efficient facilities for all college operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, architects, engineers, contractors, vendors, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing or stooping. The employee occasionally lifts light objects, climbs ladders, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, stockroom, warehouse and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over assigned personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.