

METRO
Classification Description

Title:	Project Coordinator	Bargaining Unit: LIUNA 483
Job Code:	3456/4009	Established: 8/99
Pay Range:	385/495	Revised: 12/2005; 9/3/2009
FLSA Status:	Exempt - Administrative	EEO Category: Skilled Craft

DESCRIPTION

Plan, organize, coordinate and oversee Zoo maintenance and construction projects and also is responsible for technical specialties such as phone system, cable systems, data systems, fire and security alarms, and closed circuit camera systems and infrastructure; for project coordination and oversight of contracted or staff project managers, and oversight of the infrastructure design process with technical consultants and staff.

DUTIES AND RESPONSIBILITIES

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

1. Consults with the Construction and Maintenance Manager and other Zoo managers and staff to identify construction and telecom projects and develop project plans and lists.
2. Develops specifications and project scopes for contractors to bid which may include working directly with engineering, architectural, or other firms and with Zoo managers for specifications.
3. Coordinates and works with the Zoo's contract specialist putting together bids and performing duties such as holding pre-bid meetings, conducting walkthroughs of projects with potential bidders, reviewing bids, and replying to questions from potential bidders.
4. Develops budgets and estimates costs for projects.
5. Coordinates and performs project management functions and performs duties such as monitoring and managing budgets for projects, monitoring contractors work and performance, and writing change orders to contracts.
6. Assists in preparing and maintaining maintenance contracts such as required for roof maintenance, fire safety, telecom, closed circuit TV, or other infrastructure systems.
7. Coordinates and works with the Maintenance Lead to schedule in-house staff to work with contractors and oversees in-house construction teams.
8. Coordinates and manages the Zoo's telecom, CCTV, networks, telephone system lines and connectivity data and analog services. Responsible for the design and installation of copper and fiber backbone and for phones, data cable and analog lines.
9. Guides and oversees ongoing maintenance crew functions as well as contractor activities with responsibility for scheduling contractors on grounds, and monitoring changes in the scope of contractors' work.
10. Coordinates and manages other Zoo facilities and support functions such as floor coatings, fire alarms, and security systems.
11. Monitors warranty issues related to projects.
12. Provides technical expertise and assistance to other Zoo projects.

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13. Participates in and assists with the Weekend Manager on Duty role and may oversee operational functions as assigned.
14. Compiles data for reports.
15. Assists the public, public officials and other employees in a professional and courteous manner.
16. Develops safe work habits and contributes to the safety of self and co-workers.
17. Contributes to a positive team atmosphere.
18. Has regular and punctual attendance.
19. Performs assigned duties during an emergency situation.
20. Other duties as assigned.

JOB SPECIFICATIONS

Job Preparation

Education and Work Experience

- Trade certified or equivalent and 5 years progressively responsible project management experience in a wide variety of construction and communications trades, including "hands on" experience, field construction project coordination, and experience with a variety of projects of varying complexity or any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities.

Knowledge, Skills and Abilities

- Standard and specialized zoo related construction and telecommunications contracting practices, methods and techniques including project management
- A design process including coordinating and performing plans and specifications review
- Development of telecom system and cable infrastructure
- Coordinating project activities in an exhibit environment
- Building codes, conditional use, permitting and other land use elements
- Operate a computer and associated software, network and CCTV analyzers, radios, and cell phones
- Represent the Zoo's construction and maintenance management programs and oversee contractor's performance
- Project costs and monitors expenditures for projects
- Plan, organizes, coordinate and evaluate the oversight of multiple projects
- Work independently, as a team leader, and as a member of a team
- Communicate effectively, both verbally and in writing
- Oversee and lead work of contracted professional and in-house field personnel
- Understand and execute oral and written instructions, policies and procedures, to read blueprints and understand technical specifications and schematic drawings
- Oversee and physically perform inspections indoors and outdoors in confined spaces and under severe climate conditions including lifting 50 pounds
- Work around exotic and sometimes dangerous animals and to react quickly to hazardous conditions

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- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
- Use discretion with confidential and sensitive matters
- Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
- Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
- Work in a safe manner and follow Metro safety policies, practices, and procedures
- Perform the assigned duties of the position
- Develop knowledge, skills, and abilities and to obtain and maintain certifications and license

Special Requirements

- Successfully pass the background checks and screening requirements of the organization
- Possession of a valid driver's license, First Aid/CPR Certification, Forklift Truck Operator Certification, and such other certifications and licenses as may be required

Tools and Equipment Used

- Network and CCTV analyzers, radios, and cell phones
- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

Supervision

- Supervision is received from Construction and Maintenance Manager
- May act as lead over staff, contracted consultants and labor

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.