Classification Specification for Unclassified Service

**Title:** Coordinator Renovation Projects

**Pay Scale Group:** 17-1

**Essential Function**

Under general supervision from a designated administrator, coordinate programs and/or projects that involve construction, renovation and/or moving.

**Characteristic Duties**

Serve as principle liaison to plan and coordinate a program or project that involves construction, renovation or moving.

Coordinate and manage construction and renovation project.

Participate in the bidding process, field supervision, construction management and contract compliance.

Negotiate contracts, track expenditures and maintain budget for construction and renovation projects.

Develop estimated costs for renovation, construction and moving programs or projects.

Consult with staff and faculty, contractors, consultants, and vendors regarding renovation and moving.

Maintain records related to projects.

May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in a related field. Experience may require at least three (3) years supervision.