



DATE ISSUED: 02/10
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Construction Services

JOB SUMMARY

Responsible for the coordination, organization, and management of administrative processes for all construction project documentation and payments. Creates and/or maintains current databases on all projects to document expenses, funding source, and other required documentation. Assures the consistent delivery of high quality and accurate reports for the Associate Vice President and Board of Regents. Work performed requires considerable attention to detail, and daily interaction with the Director of Design and Construction, Director of Physical Plant, Assistant Director, Project Manager, and frequently Finance and Administration, Controllers Office and various Contractors. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Design and Construction Services

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Reviews all requests for payments on construction projects for accuracy before processing and recording.

Assists the AVP with creation and/or maintenance of databases on all projects to track expenses, and monitor the various funding sources such as bonds, TRB, etc.

Maintains central project files with required documentation of major construction, renovations and small in-house projects.

Creates and/or tracks the documentation necessary to record the status of contracts, projects, change orders, etc. and purchase orders related to professional design and construction services, equipment, furnishings, and finishes for capital project and renovation programs.

*Coordinator,
Construction Services
Date Issued: 02/10
FLSA: Non-Exempt
PTO: COVS*

Inputs all requisitions for design and construction projects including but not limited to those for furniture and equipment, relocations and moves, renovations, new construction, asbestos abatement, signage, in-house projects requiring fund tracking, etc.

Assists in handling of sensitive correspondence as it pertains to construction projects.

Assures the timely submittal of reports for compliance with University and State requirements.

Provides direct staff support assistance for both Directors including correspondence, travel, consultant and construction contract document preparation, compilation of complex statistical data and project reports, fact sheets, etc.

Creates and updates Master Construction Schedule utilizing designated software to track all major construction milestones for both in-house and major capital projects as informed by responsible parties.

Provides for the preparation and assimilation of presentation materials, slides, spreadsheets and other data formats necessary to deliver a high quality power point and/or other presentation media for meetings, conferences, etc.

Coordinates and assures the timely resolution of University and contractor client complaints received as it pertains to construction projects.

Assures the accuracy and timely submission of all construction related documents including Professional Service Agreements and Requests for Proposals (as required), contracts, change orders and correspondence associated with the same.

Provides information and materials to be posted on the FMC website including interior samples, construction progress photos, project schedules, furniture standards, etc.

Provides scheduling for Directors, Assistant Directors, Project Managers and the Construction Observer.

ADDITIONAL DUTIES

Assists in the preparation of university documents for required reports.

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Some college course work and/or Bachelor's degree preferred.

EXPERIENCE

Seven years of administrative experience with proficiency in accounting and computer software applications.

REQUIREMENTS

Coordinator,
Construction Services
Date Issued: 02/10
FLSA: Non-Exempt
PTO: COVS

Valid Texas driver's licenses and a safe driving record such as required by the university for Driver's Authorization.

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of construction cost, scheduling and tracking systems.

Knowledge of design and construction standards.

Pro-active, results-oriented, and innovative coordination skills.

Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

Deadline-oriented. Strict attention to detail.

Knowledge of management methods and ability to provide administrative guidance as needed.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to respond to emergency situations in a timely manner.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; twist the body; walk; write; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors. The noise level in the work environment is usually low to moderate. Hands, body, and mind dexterity required. Daily exposure to PCs and networks. May require long hours and weekends. While performing the duties of this position, the employee may be required to travel.

Coordinator,
Construction Services
Date Issued: 02/10
FLSA: Non-Exempt
PTO: COVS

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job 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.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.