

## PROGRAM COORDINATOR (CAPITAL CONSTRUCTION PROJECTS-DEF)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position, located in the Department of Public Works and Transportation, is responsible for managing multiple capital construction projects involving water and waste-water treatment plants for and in coordination with the Department of Environmental Facilities. Responsibilities include extensive liaison and planning with DEF's engineers, consultant contractors; professional and administrative support staff in both departments for RFP preparation, design review and in ensuring contract compliance and that appropriate construction regulations and codes is implemented on construction projects. Other primary functions include securing funding through the Environmental Facilities Corporation; maintaining and implementing quality assurance standards for projects under construction to ensure the integrity and cost effectiveness of projects, and ensuring diligent warranty administration to protect Westchester's County in the event of contractual disputes and in cases of equipment failure. Job duties necessitate being on-call on a 24/7 basis to respond to emergencies at any of the plants. This class differs from the Associate Engineer in the complexity of the assignment associated with the treatment plants, management of multiple simultaneous projects and funding source coordination. Supervision is not a responsibility of this class; but leadership and guidance is provided to subordinate support staff as needed.

### EXAMPLES OF WORK: (Illustrative Only)

Oversees and coordinates non-recurring and capital DEF construction projects to include site work, structural, electrical, mechanical, and process related work at all the department's wastewater treatment plants, water treatment facilities, water storage facilities, pumping stations, miscellaneous buildings and structures;

Represents the department at construction meetings with other departments, consultants, and outside contractors to monitor progress, particularly adherence to project specifications and schedule;

Facilitates the coordination of multiple construction projects at a single facility to avoid interference that could cause undue impact on facility operations;

Maintains liaison with county, municipal, state and federal agencies, consultants and contractors to coordinate projects and to avoid potential field problems that can result in delays and cost over-runs; works with involved parties to resolve problems expeditiously;

Corresponds with consultant contractors and other appropriate parties to ensure all contractual obligations are met (project quality, completeness, cost and schedule);

Maintains adequate records to routinely summarize the progress of the work and coordinate schedules with contractors, consultants and owners;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Directs the work of land surveyors and consultants to perform construction layouts and to obtain record information;

Reviews 30%, 60%, 90% design plans for constructability and coordination with other projects;  
Makes site inspections to ensure work in progress is being performed in accordance with contract parameters and timing deadlines;

Monitors expenditures for both engineering and construction to ensure budgets are met to include the review and approval of contractor and consultant invoices;

Arranges meetings with contractors, municipal officials, utility companies and adjacent property owners to discuss project progress, public safety precautions, and private property concerns;  
Coordinates Consent Order and FEMA projects to ensure on-time completion, reviewing and approving accelerated schedules, as needed to avoid penalties;

Ensures all State resolving fund requirements for various projects are met including completing and submitting documentation to the State in a timely manner;

Responds to emergencies on a 24/7 basis; works with the appropriate contractor and/or consultant so immediate corrective action can be taken;

Ensures Minority and Women Owned Business Enterprises (MWBE) utilization plans or waiver requests are presented to the MWBE Officer to secure funding from the Environmental Facilities Corporation in accordance with NYS Department of State regulations;

Reviews contractor invoices for documentation demonstrating compliance with New York State Department of Labor (NYSDOL) prevailing wage rate and Federal Davis-Bacon rates;

Reviews bids to ensure inclusion of all appropriate documentation such as the Equal Employment Opportunity policy statement, Environmental Protection Agency forms, Lobbying Certification, and American Iron and Steel Certification;

Reviews contractor invoices for documentation demonstrating compliance with NYSDOL Prevailing Wage Rate and Federal Davis-Bacon Rates;

Coordinates with contractors, consultant and County personnel in completing the EFC Document Collection Form to accompany all contracts;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists with submission of monthly MWBE utilization plans and related supporting documentation;

Reviews contractor invoices for proof of payment to subcontractors; obtains missing information, as needed;

Conducts or facilitates wage rate interviews;

Ensures that American Iron and Steel tracking records are kept;

Assists the County's MWBE Officer as needed;

Uses computer applications and other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Represents the department at conferences, seminars and at other public forums;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of engineering for the purposes of monitoring adherence to capital project specifications; good knowledge of mechanical systems including pumps, plumbing, piping and associated systems; good knowledge of construction estimating including relative cost of materials related to useful life; good knowledge of the legal principles of and practices of contract preparation; good knowledge of computer assisted design, CAD; ability to perform complex engineering computations; ability to establish effective working relationships with individuals from other County departments as well as municipal, state and Federal agencies and consultants and contractors; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; accuracy; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in Engineering and six years of experience (pre-or post-degree) in engineering or construction administration, two years of which must have involved the oversight and coordination of consultants and/or contractors working on complex public sector capital improvement project; or (b) a Bachelor's Degree in Engineering Technology or a related field and seven years of experience as defined in (a).

SUBSTITUTION: A Master's Degree\* in Engineering may substitute for one year of the general experience. There is no substitution for the specialized experience.

DEFINITION: Complex public sector capital improvement projects are defined as those which must have involved the coordination of two or more of the following trades: plumbing, electricity, carpentry, masonry, welding or HVAC.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

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Job Group: XIII