



DELAWARE COUNTY BOARD OF COMMISSIONERS
AN EQUAL OPPORTUNITY EMPLOYER

Job Title:	Construction Coordinator	Posting Dates:	
Department/Address:	Delaware County Regional Sewer District (DCRSD)	Position Type:	Full Time
Typical Work Schedule:	Varies	Pay Range:	
Contact Information:	740/833-2120	FLSA:	Exempt
How to apply:	http://www.co.delaware.oh.us/hr/index.asp		

Objectives

Responsibilities include overseeing construction, plans, and directly supervise the work of the Inspectors as well as ensuring a high quality of work from contractors. Individual reports to the Sanitary Engineer/Director of Environmental Services.

Job Standards

Two years of higher education plus course work in civil engineering, drafting, surveying, and math.
Must possess a valid Ohio Driver's License and have an acceptable driving record. Must meet and maintain qualifications for driving on county business at all times, including insurability.
All required licenses and certificates must be maintained as a condition of continued employment.

Job Description

ESSENTIAL JOB FUNCTIONS:

- Demonstrates regular and predictable attendance;
- Schedules Inspectors' daily and weekly projects;
- Coordinates inspection projects with contractors;
- Checks inspectors' work on job sites and assists with problems;
- Updates Supervisor on project status;
- Reviews Inspectors' reports for all present jobs;
- Reviews construction plans and cut sheets;
- Maintains records of past and current construction projects;
- Releases projects for Commissioners approval;
- Updates system inventory for Auditors office;
- Maintains communication with developers in regards to bond information and repairs;
- Responsible for line locations as required by the Ohio Utility Protection System;
- Conducts pre-construction meetings;
- Assists Engineers on construction projects.
- Performs any related essential functions as required;
- Other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

Performs any related non-essential functions as required.

I. JOB REQUIREMENTS:

Equipment:

Individual uses the following equipment including, but not limited to, probe rod, mandrel, calculator, tape measure, surveying, drafting equipment, and other equipment necessary to perform duties. Individual uses hard hat, steel-toed boots, and ear plugs for safety protection.



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Critical Skills/Expertise:

- Ability to read construction plans;
- Thorough knowledge of Delaware County sanitary sewer line specifications;
- Working knowledge of appropriate engineering practices;
- Ability to communicate effectively, both orally and in writing;
- Ability to organize and maintain Inspectors' work schedules; and
- Ability to perform mathematical calculations.
- Ability to work effectively with customers who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within a reasonable range of constructive behaviors;
- Thorough knowledge, adherence to follow and ensure compliance with safety policies, procedures and practices;
- Thorough knowledge and adherence with all federal, state and county government policies and procedures, laws and regulations.

II. DIFFICULTY OF WORK:

Work involves moderately complex, relatively standardized tasks, processes and operations following established laws and procedures.

III. RESPONSIBILITY:

All plan reviews are reviewed and approved by Supervisor. Individual is given general direction in following established practices and clear-cut policies. Supervisor provides technical instruction upon request. Individual independently makes critical decisions on a daily basis. Errors may cause delays in work or loss in expenditures for materials and/or equipment, time or unjustified work.

IV. PERSONAL WORK RELATIONSHIPS:

Contact is with co-workers, employees from public and private sector organizations and the public. The purposes of these contacts are to compare notes, solve problems, and handle complaints.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Physical Requirements: Incumbent performs light to heavy work, which may require the lifting of up to fifty (50) pounds occasionally.

Physical Activity: Incumbent performs the following physical activities: climbing, balancing, stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking and listening.

Visual Activity: The minimum visual activity of the seeing job is close to the eyes.

Job Location: Individual works both inside and outside and is exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one (1) hour. Individual is exposed to noise and hazards. Individual is also exposed to atmospheric conditions such as fumes, odors, dusts, mists, gases or poor ventilation.

SUPERVISORY AND MANAGERIAL FUNCTION:

Span of Control: Individual supervises the following subordinates:

Inspectors

Supervisory Functions:

Planning and Organizing: Individual plans and organizes Inspectors' daily and weekly work.

Directing: Individual directs Inspectors daily in their job assignments.

Instructing: Individual ensures proper training for each Inspector.

Setting Standards: Individual has input on setting standards for the department.

Reviewing: Individual reviews all Inspectors' reports to ensure compliance with Delaware County regulations.

Other Personnel Functions: Individual assists in the hiring process for Inspectors.



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ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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PCN#:

Job Code:

Wage: \$ 19.02 - \$ 25.49

FLSA Status: Exempt

Civil Service Class: Classified

Adopted by Resolution: 3-10-14