

GENERAL INFORMATION

Title: Construction Project Coordinator

Classification: Exempt

Salary Range:

Reports to: Deputy Director for Facilities

Date: 10/9/18

JOB DESCRIPTION

Summary/Objective

This position provides a broad range of advanced professional support to the Deputy Director for Facilities. Manages assigned tasks associated with capital projects and maintenance projects. Manages contracts and procurement.

Supervisory Responsibility

This is not a supervisory position.

Essential Functions

The Construction Project Coordinator shall be responsible for day to day organizational support to the Facilities Division including:

Financial Responsibilities:

- Managing financial transactions and reporting of Facilities Division budget and assist in budget planning; Review payment applications, check for accuracy and compare to cost to complete forecast.
- Managing financial transactions and reporting of Miami-Dade County's General Obligation Fund (GOB) and Federal Emergency Management Agency (FEMA) Capital Projects, and maintenance projects; Ensure compliance to project budgets and provide analysis of deviations.
- Maintaining all financial related files as required by law and County policy to ensure proper accountability of records, to ensure compliance, and to submit any documentation as requested.
- Working with Vizcaya's Grants Manager in grant funded capital projects to ensure financial tracking and reporting requirements are met.

Contractual Responsibilities:

- Creating, monitoring, and managing agreements.
- Procuring goods and services for the Capital Projects and Maintenance Sections to include researching, estimating internally, soliciting estimates and bids, bidding and award, processing paperwork as required by the Finance Division, and monitoring process status.

- Maintaining Certificates of Insurance and regulatory certifications for consultants and contractors.
- Assisting in project closeout documentation including Releases of Lien, Certificates of Completion and Certifications of Occupancy.
- Advising of any potential conflicts or issues of compliance with applicable policies, procedures and legislation.

General Administrative Responsibilities:

- Serving as the liaison to the following Miami-Dade County Departments: Finance, Office of Management and Budget (OMB), Office of Small Business Development (SBD), and Cultural Affairs (CUA) for the Capital Projects section; Responds to questions and complaints in a professional and timely manner.
- Assisting in the development of Standard Operating Procedures (SOP).
- Preparing analyses and informational reports.
- Coordinating requests to advertise construction projects, pre-bid conferences, and bid openings.
- Maintaining Shop Drawing Logs, Requests for Information, and other project related data.
- Assisting in data entry into maintenance software program, reporting of division related inventory and fixed assets such as vehicles and equipment.

Competency or position requirements

Experience in basic accounting procedures; experience in management of construction projects; knowledge of Microsoft Office Suite programs; ability to research legislation, construction procedures and other contractual requirements using Municode, Florida Statutes, and the Miami-Dade County site.

Work Environment/ Physical Demands

This position is primarily an office position, spending the majority of the time working on a computer or in meetings.

It may be necessary to spend some time in the field to review and understand the scope of the work to be performed and as well as the progress of the current work to facilitate the processing of purchase orders and progress payments.

Position Type/Expected Hours of Work

This is a full-time position working primarily Monday through Friday during normal working hours. Evening and weekend work may be required as job duties demand.

Travel

Some travel is required for off-site meetings.

JOB REQUIREMENTS (EDUCATION, EXPERIENCE, CERTIFICATION)

Education and Experience

Required: Bachelor's degree. A minimum of two years of construction management experience or professional administrative experience in developing, managing, monitoring, and analyzing capital funded contracts or construction projects.

Preferred: A Master's degree may substitute for one year of the required experience.

Certifications Required

No Additional certifications, skills and/or licenses are required.

Other Duties

The Construction Project Coordinator shall assist with various special assignments and research projects as deemed necessary.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibility that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply

Please submit a cover letter and resume to:

HRVizcaya@vizcaya.org

EOE

Vizcaya Museum and Gardens is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, national origin, pregnancy, age, disability, marital status, familial status, sexual orientation, gender identity or expression, status as a victim of domestic violence, dating violence or stalking, protected veteran status or other characteristics protected by law.