



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 8245

MAINTENANCE AND PROJECT COORDINATOR

GRADE M

SCOPE OF WORK:

Work involves development, planning, organization, and management of state park construction projects, including all aspects of new construction, renovation, and maintenance of facilities.

DUTIES PERFORMED:

- Schedule and direct the assignment and completion of maintenance and construction projects and repair efforts.
- Confer and collaborate with staff requesting maintenance or special projects in order to establish requirements for the project.
- Review architectural/engineering plans and specifications for accuracy on construction projects in state parks and recreation areas; articulate department project goals to architects and engineers on project development during plans and specification development phases; participate in selection process for architects and engineers.
- Oversee architects, engineers, contractors under contract; ensures contractor adherence to environmental, historical, and natural resource laws and regulations.
- Monitor and inspect construction site conditions to ensure contractors are operating in a manner that does not pose a risk to the public or park staff; conduct ongoing project quality inspections during construction.
- Maintain and prepare project records and other reports or documents.
- Develop cost estimates for maintenance and repairs on facilities and infrastructure and set projected future schedules and budgets.
- Develop specifications for bids and requests for proposal.
- Review pay requests from contractors and determine if work is completed satisfactorily to allow payments, set corrective measures for unsatisfactory work.
- Perform comprehensive park facility and infrastructure inspections periodically.
- Provide technical assistance to department staff related to general, electrical, mechanical, roadway asphalt/gravel construction, and maintenance projects.
- Develop long-range plans for maintenance and renovation of park facilities.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in construction management, construction technology, industrial technology, or a related field, and four years of work experience in construction project management or facility management. Or ten years of work experience in construction project or facility management, two years of which must have been at a supervisory or foreman level.

Eff. Date: 07/76 – Maintenance and Projects Coordinator

Rev: 07/92 – Administrative factoring project. Title change

Rev: 03/98 – Rewritten in current format

Rev: 03/05 – Reviewed and updated scope, duties, minimum qualifications, and factoring

Rev: 07/12 – Conversion to Hay System