



CAPTIAL PROJECTS CONSTRUCTION COORDINATOR

Seacoast has an immediate opening for a Capital Projects Construction Coordinator.

This position requires technical work in the design, inspection, supervision, and coordination of contract construction projects for Seacoast Utility Authority (SUA). This position has the responsibility for inspecting of SUA contractual water, wastewater, and reclaimed improvement projects for adherence to contracts, plans and specifications. The work involves coordinating the construction activities with private engineers to ensure compliance with county, state, and federal specifications. This position works closely with management, notifying of status, errors, and deviations from good construction practices. This position requires a high level of responsibility and technical ability to ensure SUA's capital projects are properly budgeted and timely bid and to manage the contractors and the related construction contract throughout the construction process.

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Authority.

- Reviews and assists with capital project from budgeting to bidding process and to project completion.
- Inspects new water, wastewater, reclaimed facilities installed within SUA's service area for compliance with SUA standards and contract specifications.
- Primary representative on SUA projects to the contractor, customers, and regulatory agencies.
- Reviews construction as-built drawings and other related documentation for project approval
- Interacts with contractors, engineers, the public, municipalities, and the County to minimize conflicts between the installation of Seacoast facilities, public improvements, and private construction.
- Observes the methods and procedures of construction used by contractors installing water distribution systems, wastewater collection systems, reclaimed water and other related facilities to ensure they conformance with Seacoast's specifications and contract standards.
- First reviewer of pay requests and project documents.
- Performs lamping, infiltration test, exfiltration test, lift station start-ups and other necessary tests as required on newly constructed sewer system.
- Performs pressure tests on newly constructed water force and reclaimed mains.
- Inspects sewer lateral tie-ins to SUA systems.
- Reviews As-built Drawings for accuracy.
- Reviews project closeout documents for acceptance.
- Assists in field locate of water, wastewater, and reclaimed facilities.
- Must utilize safety equipment provided by the Authority, follow all safety rules, and notify supervisor of unsafe equipment, missing safety equipment or unsafe working conditions. Must be always safety conscious and use good judgment in performing job tasks.
- Uses tact and diplomacy to assure a positive company image.
- Interfaces with regulatory agencies when necessary.
- Coordinates corrective action for substandard work with engineers and contractors.
- Issues written and oral instruction assigns duties and examines work for exactness, neatness, and conformance.
- Assists with addressing customer issues and notifications with respect to the construction impacts.
- Indirect and or direct supervision may be assigned/required.
- Performs other job-related duties as assigned.

Minimum qualifications:

- Minimum two (2) year college degree in related field with two years related field experience or (4) four years of construction management/project management experience.
- Valid Florida Driver's License in good standing.
- High School graduate or equivalent.
- Demonstrated successful experience in dealing directly with the public, contractors, and engineers.
- Demonstrated skills in basic mathematics.
- Capability of reading and interpreting engineering drawings and construction standards.
- Any equivalent combination of education, training and experience may be considered.

Hourly range (PG 58): \$25.95 to \$42.60

Outside Hire Starting Pay Range: \$25.95 to \$34.28 hourly depending on qualifications

Closing date: Open until filled

Excellent benefits to include employer paid health, dental, life, short & long term disability and retirement.

To obtain a job application, please visit the Seacoast Utility Authority website at:

<http://www.sua.com/hr-careers/career-opportunities>

Please submit your application to:

Seacoast Utility Authority
Human Resources Department
4200 Hood Rd
Palm Beach Gardens, FL 33410
E-Mail: HR@sua.com
Phone: 561-656-2258