



**NEBRASKA STATE GOVERNMENT
invites applications for the position of:**

**Facilities Construction
Coordinator II**

SALARY: \$25.19 /Hour
OPENING DATE: 01/04/18
CLOSING DATE: 01/22/18 11:59 PM
JOB TYPE: PERM FULL TIME
LOCATION: Lincoln
DEPARTMENT: Military Department (Adjutant General)

DESCRIPTION:

This is a professional position within the Nebraska Military Department which manages state or federally funded construction, renovation, or capital improvement projects. Work is performed independently under minimal supervision; performs related work as required.

Job location 2433 NW 24th Street.

EXAMPLES OF WORK:

Prepares project initiation, investigation, and conceptual design, participates in consultant selection, coordinates facility design with user requirements, reviews and approves design and construction change orders
Reviews construction plans and specifications/blueprints for construction projects and determines scope of work, making field measurements and handles and prepares estimates for labor/materials for projects. Prepares communications and time/cost documentation for Architects/Engineers, Contractors, the State of Nebraska Military Department, the National Guard Bureau and others.
Conducts pre-construction meetings. Coordinates project scheduling among Surveyors, Engineering or Architectural Consultants, Contractors, Agency Personnel, and the State Fire Marshal.
Acts as a liaison officer between the State and Consulting Engineers/Architects who are designing and supervising construction projects valued from a few thousand to a several million dollars. Confers with clients, suppliers and subcontractors to discuss and resolve issues such as work procedures, complaints, and/or construction problems.
Develops plans and specifications for smaller projects completed without the assistance of consulting architect/engineers particularly for HVAC projects, electrical projects, roof replacement projects, and for general civil engineering projects. Prepares drawings and documentation for project development using computer assisted drafting (AutoCAD) technology and PC systems.
Prepares and reviews military construction proposals for submission to National Guard Bureau. Utilizes word, excel, power point and construction databases to create required reports and correspondence.
Conducts onsite government inspections during constructions, and resolves technical problems, and acceptance of contract deliverables.
Reviews and approves vouchers/invoices for reasonableness and applicability of costs and for the appropriateness of the fee claimed (i.e. whether fees can rightfully be claimed based on progress, delivery, or the percentage of work completed.)
Maintains adequate records to sufficiently describe the performance of the duties of the Facilities Construction Coordinator during the life of the project and to distribute such documentation as applicable.
Approves final punch list and completion of construction or capital improvement projects.
Other duties as assigned.
Instate/out of state travel, with occasional overnight travel for training etc.

QUALIFICATIONS / REQUIREMENTS:

REQUIREMENTS: Bachelors degree in engineering, architecture, or construction plus eight years work experience in construction or construction inspection. Extensive work experience in construction business may be substituted for education on a year-for-year basis.

OTHER: Valid driver's license at time of hire is required. Applicants will be screened for possession of these qualifications, and all certifications, diplomas and references will be verified prior to job offer; any falsehoods will disqualify the applicant. Prior to any job offer being made, the applicant may be required to pass a criminal background check, and the incumbent is required achieve/maintain an appropriate level security clearance, failure to do so may result in termination of employment.

**Positions in this class must comply with all statutes and Nebraska Administration Code relating to the State of Nebraska Engineers and Architects Regulation Act, including, but not limited to Neb. Rev. Statutes 81-3401 through 81-3455, with particular emphasis to 81-3420 and 81-3421.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the methods, instrumentation, and materials used in the operation, maintenance, diagnosis, and repair of electronic/automated control equipment and circuitry; industry standards and safety and building codes pertinent to systems/networks; basic principles of computer and telecommunications systems/networks, protocols, and programming; agency and State practices pertinent to the facility systems/networks and projects/contracts administered; the hardware and software components and performance capacities of the systems/networks; programmable monitoring/control applications techniques; diagnostic tools and devices pertinent to the systems/networks. Ability to: install, operate, calibrate, and repair system modules, wiring, and associated equipment; interpret and apply blueprints, design plans, specifications, and technical instructions for the installation, maintenance, and repair of the systems, networks, and equipment in use; maintain technical documentation including schematic/wiring diagrams, and operational/repair manuals; design and modify electronic circuitry plans; interact and communicate orally and writing with others to share information, resolve competing demands and problems, and make decisions; work on separate assignments concurrently and independently.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://statejobs.nebraska.gov>

1526 K Street, Suite 100
Lincoln, NE 68508

Position #03145155
FACILITIES CONSTRUCTION COORDINATOR II
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Equal Opportunity Employer
