



Architect

Details

Job ID : 342

Title : Architect

Job Code : 1501

Salary : \$3,750.00 (Monthly)

Grade : 15

Tenured : YES

Job Departments

- Budget and Policy - Capital Construction

Purpose

SUPERVISES STAFF AND PROVIDES ARCHITECTURAL OVERSIGHT ON CONSTRUCTION/RENOVATION PROJECTS.

Required Qualifications

Education : 5 Year Degree and a Licensed Architect

Education Substitute : None

Experience : None

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- SUPERVISES STAFF AND JOB ASSIGNMENTS
- PROVIDES OVERSIGHT OF PLANNING, DESIGN, RENOVATION OR CONSTRUCTION PROJECTS
- PROVIDES ARCHITECTURAL SERVICE
- IMPLEMENT POLICIES
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED



New Construction - Supervisor

Details

Job ID : 348

Title : New Construction - Supervisor

Job Code : 1112

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Budget and Policy - Capital Construction

Purpose

RESPONSIBLE FOR SUPERVISING CONSTRUCTION SERVICES STAFF AND OVERSIGHT OF ALL PHASES OF NEW COURT OF JUSTICE FACILITIES.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN BUSINESS OR CONSTRUCTION MANAGEMENT

Job Skills/Abilities

- MICROSOFT OFFICE
- EXPERTISE WITH DESIGN DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- SUPERVISES CONSTRUCTION SERVICES STAFF
- ASSIGN JOBS TO STAFF
- IMPLEMENT COURT OF JUSTICE POLICIES AND PROCEDURES
- PROVIDES OVERSIGHT ON ALL PHASES OF NEW CONSTRUCTION
- RECOMMENDS CORRECTIVE ACTION TO COURT OFFICIALS AND CONTRACTORS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS
- ATTEND MEETINGS TO OFFER SOLUTIONS ON MAINTENANCE, OPERATIONS, AND SPACE ISSUES IN URBAN GOVERNMENT FACILITIES
- OTHER DUTIES AS ASSIGNED



Project Coordinator I

Details

Job ID : 351

Title : Project Coordinator I

Job Code : 913

Salary : \$2,366.00 (Monthly)

Grade : 9

Tenured : YES

Job Departments

- Budget and Policy - Capital Construction

Purpose

RESPONSIBLE FOR OVERSEEING AND MANAGING NEW CONSTRUCTION OR RENOVATION PROJECTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE IN CONSTRUCTION, CONSTRUCTION MANAGEMENT, OR RELATED DESIGN FIELD

Job Skills/Abilities

- EXPERTISE IN DESIGN CONTRACT DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- COORDINATE NEW CONSTRUCTION PROJECTS
- MANAGES RENOVATION PROJECTS
- REVIEW BUILDING DESIGNS AND SPECIFICATIONS
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED



Project Coordinator II

Details

Job ID : 347

Title : Project Coordinator II

Job Code : 1012

Salary : \$2,863.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Budget and Policy - Capital Construction

Purpose

RESPONSIBLE FOR OVERSEEING AND MANAGING NEW CONSTRUCTION OR RENOVATION PROJECTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 3 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 3 YEARS OF EXPERIENCE MUST BE AS PROJECT COORDINATOR I

Job Skills/Abilities

- EXPERTISE IN DESIGN CONTRACT DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- COORDINATE NEW CONSTRUCTION PROJECTS
- MANAGES RENOVATION PROJECTS
- REVIEW BUILDING DESIGNS AND SPECIFICATIONS
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED



Project Coordinator III

Details

Job ID : 349

Title : Project Coordinator III

Job Code : 1140

Salary : \$2,863.00 (Monthly)

Grade : 11

Tenured : YES

Job Departments

- Budget and Policy - Capital Construction

Purpose

RESPONSIBLE FOR OVERSEEING AND MANAGING NEW CONSTRUCTION OR RENOVATION PROJECTS.

Required Qualifications

Education : 4 Year College Degree in Related Field

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- 4 YEAR DEGREE MUST BE IN A CONSTRUCTION RELATED FIELD
- 4 YEARS EXPERIENCE MSUT BE AS A PROJECT COORDINATOR II

Job Skills/Abilities

- EXPERTISE IN DESIGN CONTRACT DOCUMENTS
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE
- ABILITY TO CLIMB, BEND AND STOOP

Job Duties

- COORDINATE NEW CONSTRUCTION PROJECTS
- MANAGES RENOVATION PROJECTS
- REVIEW BUILDING DESIGNS AND SPECIFICATIONS
- ATTEND MONTHLY/WEEKLY MEETINGS ON CONSTRUCTION SITES
- ATTEND PROJECT DEVELOPMENT BOARD MEETINGS
- ASSISTS COURT OFFICIALS, COUNTY OFFICIALS, AND PROFESSIONAL SERVICE PROVIDERS IN RESOLVING ISSUES
- OTHER DUTIES AS ASSIGNED



Special Projects Coordinator

Details

Job ID : 334

Title : Special Projects Coordinator

Job Code : 1013

Salary : \$2,603.00 (Monthly)

Grade : 10

Tenured : YES

Job Departments

- Budget and Policy - Capital Construction

Purpose

RESPONSIBLE FOR THE COORDINATION OF SPECIAL PROJECTS.

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : 4 Years of Related Experience

Job Required Knowledge

- CONSTRUCTION MANAGEMENT/ COURT FACILITIES

Job Skills/Abilities

- MICROSOFT OFFICE
- COMMUNICATION SKILLS
- TRAVEL STATEWIDE

Job Duties

- COORDINATES SPECIAL PROJECTS WITH COURTS AND COUNTY OFFICIALS AND RELATED SERVICE PROVIDERS
- RECOMMENDS POLICY AND PROCEDURES TO FACILITIES GENERAL MANAGER
- WRITES STANDARDS, MANUALS AND GUIDELINES FOR FACILITIES UNIT
- DEVELOPS AND MAINTAINS DATABASE FOR CONSTRUCTION PROJECTS PROGRAMMING AND COST ESTIMATING
- REVIEWS PREVAILING WAGE ISSUES TO MAINTAIN UP TO DATE PROCESSES
- RECOMMENDS CORRECTIVE ACTIONS TO PROFESSIONAL SERVICE PROVIDERS
- OTHER DUTIES AS ASSIGNED