



Code: 7027

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: River, Harbor, and Transportation

Series: Airport Operation

CLASS TITLE: CONSTRUCTION COORDINATOR

CHARACTERISTICS OF THE CLASS

Under direction, coordinates construction and repair project activities at O'Hare International Airport, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates and schedules contract maintenance repair projects at O'Hare International Airport (e.g., construction activities)
- Coordinates projects with in-house trades, contractors, and airport partners
- Reviews work orders and communicates with department staff to clarify scope of work and schedules contractors for repairs
- Conducts site visits to evaluate existing conditions and identify potential airport operational impacts
- Evaluates the potential adverse impact of construction on airport operations and initiates action to revise schedules and alleviate the disruption caused by construction activities
- Writes scope of work and requests proposals from maintenance and repair contractors
- Reviews contractor's proposals and generates All Purpose Requisition Forms (APRFs)
- Reviews invoices for payment and verifies maintenance work was completed according to specification
- Meets with maintenance and repair contractors and reviews scheduling
- Reviews and creates Notice to Airport Users forms (E-Forms) and PowerPoint presentations
- Reviews plans and schedules for the construction of facilities and/or airfield construction to determine material requirements for ongoing maintenance services
- Reviews maintenance and repair contracts to understand what work contractors can or cannot perform under their contract
- Revises contract language for contract modifications or bids, as required
- Schedules and attends pre-construction meetings with tenants and their contractors, as required
- Develops appropriate criteria for providing maintenance staffing
- Attends committee and task force group meetings regarding construction activities to provide information regarding the coordination of construction activities
- Prepares reports on maintenance project status

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Five years of experience managing and coordinating construction operations of which two years are in a supervisory experience related to the responsibilities of the position; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must obtain basic airfield driver certification within six months of hire

WORKING CONDITIONS

- General office environment
- Airport environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communications equipment

PHYSICAL REQUIREMENTS

- Ability to walk or stand for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- preventative maintenance methods, practices, and procedures
- equipment and materials specific to construction in airfield/airport operations
- applicable safety and code standards specific to construction operations, including OSHA standards

Moderate knowledge of:

- airport restrictions resulting from construction activities
- applicable computer software packages and applications

Some knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- *supervisory principles, methods, practices and procedures
- administrative methods and practices
- applicable emergency operations

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

