

# University of Houston – Clear Lake

## Position Description

Job Title: **Construction Coordinator**

Job Code: **6238**

Pay Grade: **170**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	
Experience	Five years institutional construction.	
License/Certification		

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

**Coordinating activities relating to renovation and/or construction of all building interiors. Subject to appointment on the campus hurricane ride-out crew. Other duties as assigned.**

Duties and responsibilities	% Time
Performs pre-construction inspections and investigations of proposed job sites to assure an accurate assessment of need.	60
Plan the material take off and order materials for renovation and construction projects.	10
Execute work requirements through the completion of all projects and work assignments on mro's and mrr's.	10
Scheduling work, payroll and time keeping.	10
Inventory all building maintenance construction related bench stock and assure proper levels. Assists in general oversight and guidance of small crew.	10

*This position description describes the general qualifications, duties and responsibilities of work being performed.*