



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PROJECT DESIGN COORDINATOR II

Job Number: 20001424

Job Code: 70720V161016

Job Group: 7000 - ENGINEERING AND GEOLOGICAL

Job Established: 03/01/1985

Job Revised: 10/16/2016

Grade: 15	Salary (MIN - MID):	Special Entrance Rate:
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional work in planning, scheduling, coordinating and participating in the preparation of site plans, architectural plans, engineering plans, feasibility studies and/or major construction projects on a statewide basis. Researches, designs and drafts technical designs and specifications on large projects; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements.

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must be licensed as a professional architect by the State Board of Examiners and Registration of Architects, <http://boa.ky.gov/> OR, must be licensed as a professional engineer by the State Board of Licensure for Engineers and Land Surveyors, <http://kyboels.ky.gov/> OR, must be registered as a professional landscape architect by the State Board of Examiners and Registration of Landscape Architects. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment

in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Participates in the design of new structures and/or the renovation and restoration of existing structures to suit the agency's needs. Prepares necessary construction plans, specifications and cost estimates, within statutory limitations, for the construction of approved proposed projects. Drafts landscape and/or construction drawings. Conducts site surveys to determine site characteristics such as lay of terrain, views, public and service access, utility availability and soil conditions. Advises field construction personnel regarding construction procedures and scheduling. Conducts the research, topography studies, resource inventories and analysis necessary to prepare plans. Reviews contracted design submittals. Prepares project programming submittals for assigned projects. Requests appropriate regulatory agency approvals and/or permits. Schedules pre-construction meeting for in house projects. Coordinates work on assigned project. Makes field inspections and monitors construction. Revises in house tracings to as built. Processes pay documents for consultants and contracting firms related to the design and construction of projects. Interprets, applies and assists in the development of departmental policies and procedures. Meets with representatives of consulting firms to discuss design, budget and scheduling. Represents agency at project bid openings. Writes status reports, correspondence, project proposals and other reports as assigned. Informs supervisor of progress on assigned projects.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in the office and in the field. Will be exposed to risks inherent to construction sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.