Capital Projects Coordinator
Recruitment #20-873050-01

Approximate Salary: $34.95 - $42.48/hour; $72,699.60 - $88,366.85/year
Opening Date: 10/23/2020 08:00:00 AM
Final Filing Date: 11/20/2020 5:00:00 PM
Contact Information: Jessica Smith at (707)784-6190
Type of Recruitment: Open Competitive

Introduction
This Mission of General Services is to provide reliable, quality, innovative services that promote a safe and healthy place to live, learn, work and play. The Department of General Services unifies seven divisions through centralized direction and administration, providing services to other County Departments and the public.

Capital Projects Division:
The Capital Projects Management (CPM) is one of seven service-oriented divisions within the Department of General Services. CPM is responsible for the development of all Capital Improvement Projects (projects typically valued at greater than $25,000) for facilities housing County staff and functions, providing project/construction management for project delivery. We may provide limited in-house design support for smaller projects (projects typically valued at less than $25,000) while utilizing outside design and engineering services for larger Capital Improvement Projects (CIPs).

CPM delivers projects through all phases, from planning, pre-design and project entitlements through construction close-out for:

- New Construction
- Additions
- Renovations
- Building System Upgrades
- Environmental Monitoring/Remediation
- Special studies

While utilizing appropriate project delivery methods including negotiated contract, traditional low bid, Design-Build, Best Value procurement and Performance Contracting.

CPM’s projects vary greatly in size, building type, construction materials, user requirements and type of construction.

THE POSITION
The Capital Projects Coordinator under general direction, plans, organizes and, coordinates most aspects of small project administration for County facilities; participates in program design, planning and assessment; conducts special studies relating to capital improvement projects, and performs related duties as required.

The eligible list created as a result of this recruitment will be used to fill full-time and part-time regular, limited-term or extra-help positions as vacancies occur throughout the County.

POSITION REQUIREMENTS:

Education: High School Diploma, GED, or equivalent;

AND

Experience: Two years of full-time paid experience in an architectural, engineering, real estate property management/development, or managing construction projects with responsibility for cost recommendations, contract administration and quality control.

Note: An AA degree or higher from an accredited college with a major in Architecture, Engineering, Construction Management, Real Estate, Business Administration, Public Administration or a closely related field may be considered in the rating or selection process.

To view the job description for this position, please visit:
**BENEFITS/ WHAT'S IN IT FOR YOU?**

Solano County offers a cafeteria-style medical package with health benefits, offered through CalPERS. The County contribution for family coverage for the 2020 calendar year is $1,498.55 per month. The County offers a cash back provision for those who choose employee-only or who waive medical insurance coverage. The County may offer a supplemental contribution for employees enrolled in Employee plus Two or More coverage.

Dental and vision insurances for the employee and eligible dependents are paid 100% by the County.

Solano County participates in CalPERS retirement and contributes to Social Security.

The County observes twelve (12) full day fixed and two (2) half day fixed paid holidays per year. Additionally, employees in this bargaining unit receive 2 floating paid holidays per year.

Vacation is accrued at approximately 10 days per year for the first 3 years.

Sick leave accrues at approximately 12 days per year.

Employees are eligible to receive an additional 2.5% longevity pay, per level, after the completion of continuous service at 10, 20, 25, 30 and 35 years.

To view the benefits for a regular position, please visit:  

Extra-help employees who work less than 29 hours per week do not typically receive or accrue benefits of regular employees during their period of employment. All extra-help employees accrue .034 hours of Sick Leave for every full hour worked.

To view the benefits for an extra-help position, please visit:  

**CULTURE OF LEARNING AND DEVELOPMENT**

Solano County is committed to "Invest In and For the Future" by providing training resources to encourage employee professional development and growth within our organization. While employed with Solano County, employees have the opportunity to pursue their career goals, interests, and develop the competencies on the Solano County Leadership Development Model by participating in the following programs:

- Tuition Reimbursement Program
- Annual Education Fair
- County Mentoring Program
- Leadership Academy
- Supervisory Trainings
- Skill Development Trainings
- Self-paced learning opportunities

**SELECTION PROCESS**

11/13/20 – Deadline to submit application and required documents.

Based on the information provided in the application documents, the qualified applicants may be invited for further examination and will either be pre-scheduled by the Department of Human Resources or be invited to self-schedule. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the selection process may consist of an initial application screening, a mandatory information meeting, a supplemental questionnaire assessment, a written and/or practical exam, an oral board exam, or any combination listed. Responses to supplemental questions may be used as screening and testing mechanisms and will be used to assess an applicant's ability to advance in the process; as such, responses to supplemental questions should be treated as test examination responses. Information contained herein does not constitute either an expressed or implied contract.

A minimum score of 70% is required to continue in the selection process, unless otherwise announced.

All potential new hires and employees considered for promotion to management, confidential positions or unrepresented positions will be subject to a background and reference check after contingent job offer is accepted. These provisions are subject to change.

RETIREES - Solano County invites all qualified candidates to apply for positions; however pursuant to Government Code Section 21221(h) and 21224, hiring restrictions may apply to California Public Sector Pension Plan Retirees.

**HOW TO APPLY**

Please visit the County of Solano website, www.jobsatsolanocounty.com, to apply. Applications must be submitted through the JobAps system. Paper copies of applications are not accepted. All additional application materials as requested in the job announcement (degree/transcripts, certificates, DD-214 if applicable, ADA Accommodation Request) must be submitted by fax to (707) 784-3424 or by email to recruitment@solanocounty.com. Be sure to include the recruitment title (Capital Projects Coordinator) and the recruitment number (20-873050-01) in your email or fax, and are due by the final filing date.

https://www.jobapscloud.com/Solano/sup/bulpreview.asp?R1=20&R2=873050&R3=01 11/12/2020
Previously submitted application materials (e.g., copies of diploma and/or transcripts, etc.) for prior recruitments will not be applied for this recruitment but must be re-submitted for this recruitment.

Any further questions can be directed to the Department of Human Resources at (707) 784-6170, business hours are Monday-Friday, 8:00 a.m.-5:00 p.m. EOE/AA.

Please note that all dates/times listed in the job announcement are Pacific Time.

DOCUMENT SUBMITTAL REQUIREMENTS

All candidates must submit a copy of their college diploma (verifying the degree, date earned and area of specialization) or official/unofficial transcripts (verifying the date and degree conferred) by the final filing deadline. Candidates who fail to submit their diploma or transcripts by the final filing date will be disqualified from the recruitment.

PLEASE NOTE THE FOLLOWING: Candidates who attended a college or university that is accredited by a foreign or non-U.S. accrediting agency must have their educational units evaluated by an educational evaluation service. The result must be submitted to the Human Resources Department no later than the close of the recruitment. Please contact the local college or university to learn where this service can be obtained.

How to Submit Your Documents

In addition to uploading attachments when applying online, candidates may submit documents by fax to (707) 784-3424, or by email to recruitment@solanocounty.com. Be sure to include the recruitment title (Capital Projects Coordinator) and the recruitment number (20-873050-01) in your email or fax.

SUPPLEMENTAL QUESTIONNAIRE

This Supplemental Questionnaire will be used to determine applicants' qualifications for this position and assess an applicant's ability to advance in the recruitment process; therefore, applicants are encouraged to answer all questions thoroughly and completely. Omitted information will not be considered or assumed. Applicants who have no experience in a specific area are recommended to state "no experience in this area" instead of leaving the space blank.

Please note that the experience in your answers must be reflected in your employment history.

1- Emphasis in Capital Projects Management is on project coordination (project management) and oversight including review of consultant's documents and specifications (as opposed to preparing documents in-house) and contractor coordination. Provide an example of a time you were solely responsible to simultaneously manage three or more minor construction, space planning or other tenant improvement projects for which you were responsible. Did you coordinate any consultants? What factors did you use to establish project priorities? Describe your involvement with the contractor. What methods/measures did you use to ensure that projects were completed with required quality, on time and within budget?

2- Describe your experience in procurement, design, and installation of modular systems furniture and freestanding furnishings, including any key considerations.

3- Provide examples of formal or informal presentations you have given to project stakeholders at different levels of an organization. Who were your stakeholders, what was their level in the organization, and what was your approach for each?

VETERANS PREFERENCE POINTS

To be eligible, applicant must have served at least 181 consecutive days of active duty in the Armed Forces of the United States and have received either an honorable discharge or a general discharge under honorable conditions. A COPY OF THE DD 214, SHOWING DISCHARGE TYPE (GENERALLY COPY 4), MUST BE RECEIVED IN THE HUMAN RESOURCES DEPARTMENT BY THE FINAL FILING DATE. Applicants who have a service connected disability must also submit a recent award letter from the VA stating they are receiving disability benefits for service connected reasons.

Veteran applicants for initial County employment with an honorable or general under conditions discharge shall receive five (5) points added to their combined score. Disabled veterans rated at not less than 30% disability shall have ten (10) points added to their combined score. Veteran's preference points will only be added to passing scores in competitive open examinations.

AMERICANS WITH DISABILITIES ACT

It is the policy of Solano County that all employment decisions and personnel policies will be applied equally to all County employees and applicants and be based upon the needs of County service, job related merit, and ability to perform the job.

APPLICANTS WITH DISABILITIES: Qualified individuals with a disability, who are able to perform the essential functions of the job, with or without reasonable accommodation, and need an accommodation during any phase of the recruitment/testing/examination process (as detailed in the "Selection Process"), must complete the following Request for Testing Accommodation by Applicants with Disabilities Form: http://www.solanocounty.com/civicax/filebank/blobload.aspx?BlobID=23215

This form must be received in the Human Resources Department by the final filing date of the recruitment. Applicants will be contacted to discuss the specifics of the request.

SOLANO COUNTY
OUR COMMUNITY

Solano County is the ideal place to live, learn, work and play... The America's Promise Alliance has named Solano County as one of the 100 Best Communities for Young People for six straight years—the only California community with that distinction.

- **Live** - Solano County as well as cities within the County have ranked in the top 15 hottest markets across the country and within the Bay Area due to prime location and affordability.
- **Learn** - Higher education abounds! Within the County, education choices include: Solano Community College, CSU Maritime Academy, Brandman University, and Touro University. Bordering our County is the renowned University of California Davis.
- **Work** - The blend of agriculture, corporate business and pleasant lifestyle enhance the attraction of Solano County. Blessed with a thriving agricultural economy, the county is also home to biotechnology and other growth industries.
- **Play** - Situated midway between San Francisco and Sacramento—the State capitol, Solano County is home to rolling hillsides, waterfronts and fertile farmland. County residents can enjoy day trips to the San Francisco Bay area, Lake Tahoe region and the Napa and Sonoma Valleys.

County Population (2018): 439,793

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

SOLANO COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

1. Click on a link below to apply for this position:

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<td>View and print the Supplemental Questionnaire.  (/Solano/sup/PrintSQ.asp?sqoID=3564&amp;R1=20&amp;R2=873050&amp;R3=01&amp;SorQ=S&amp;Print=Y&amp;JobTitle=)</td>
<td>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here (PrintSQ.asp?sqoID=3564&amp;R1=20&amp;R2=873050&amp;R3=01&amp;SorQ=S&amp;Print=)</td>
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SOLANO COUNTY  California

E-mail [recruitment@solanocounty.com](mailto:recruitment@solanocounty.com?subject=Job%20Announcement)  Phone: 707-784-6170, 8am - 5pm M-F

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