



Pike Place Market Preservation & Development Authority (PDA)

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TITLE: Capital Projects Coordinator

REVISED: September 2018

GRADE: (F)

FLSA STATUS: Exempt

REPORTS TO: Director of Operations

ESSENTIAL FUNCTIONS:

- Develop and manage various capital projects, improvements, and repairs to common areas and or tenant spaces in the Market.
- Work with outside architects, designers, and engineers to develop project scope, specifications and drawings for various repairs and improvements.
- Solicit, secure, and review bids and make recommendations to Director of Operations on the selection of outside contractors to perform specific tenant improvements or capital repair or improvement projects.
- Coordinate selection of contractors and work as project manager for the PDA as the project begins and oversee work of contractor and subcontractors on job site.
- Supervise the activities and performance of outside contractors on Capital Improvement projections and/or tenant related or other contracted services to ensure timely completion of work with minimum disruption.
- Perform follow-up on construction projects nearing completion to ensure a detailed punch list is developed for each job to maintain quality control of finished projects.
- Maintain project files.
- Complete work orders and purchase orders for materials
- Perform follow-up on tenant improvement projects nearing completion to ensure PDA standards are met.
- Present projects to PDA council and/or committees for approval.
- Attend construction meetings as needed.

QUALIFICATIONS:

- Three years experience overseeing/coordination construction activities, preferably in commercial/multi-family residential remodel.
- BA or specialized degree in architecture, construction and or facilities management or in a similar field is preferred
- Demonstrated work coordinating construction activities with architects, contractors and plan reviewers

- Experience working and coordinating projects in a fast paced, highly visible retail/residential community is a plus
- Demonstrated knowledge of pertinent maintenance skills and general construction skills
- Proficiency in reading construction documents, including but not limited to, architectural plans, engineering blueprints, construction specifications and bid documents.
- Demonstrated knowledge of pertinent maintenance skills and general construction skills
- Ability to produce schematic design development and construction documents for small projects
- Proficiency with computer software.
- Knowledge of AutoCAD a plus

Physical Demands and work environment:

This position requires the ability to stand and walk for long periods of time, climb ladders and stairs, access confining spaces for inspections and repairs, operate a motor vehicle, lift 50 pounds, and use a computer and 2-way radio. The above statement is intended to describe the general nature and level of work being performed, and is not intended to be a complete list of specific duties.

The Pike Place Market PDA is an equal opportunity employer and encourages applications from persons of diverse backgrounds and perspectives.