

**Main Campus:**  
21 Campus Circle  
Murphy, NC 28906  
Phone: (828) 837-6810  
Fax: (828) 837-0028  
or (828) 837-3266



**Graham County Center:**  
P.O. Box 1997  
145 Moose Branch Road  
Robbinsville, NC 28771  
Phone: (828) 479-9256  
Fax: (828) 479-6280

## **ADVERTISEMENT OF POSITION VACANCY**

**Posting Date: September 12, 2023**

### **Position: Capital Projects Coordinator**

**Basic Purpose of Position:** Under the supervision of the Vice President for Business & Finance and in collaboration with other college staff and faculty, the Capital Projects Coordinator is responsible for the implementation and completion of a wide array of planning activities and construction projects including commercial, institutional, renovations, entertainment complexes, transportation improvements and other facilities as may be directed by the College. This position will plan, organize, and manage all activities related to construction projects which could vary in size and complexity.

### **Qualifications:**

- Associate's degree required
- Bachelor's Degree in Engineering, Architecture, Industrial Maintenance, Business Administration or a related area preferred.
- Four years of broad based experience regarding capital project construction preferred.

### **Job Description/Duties:**

- Schedule and coordinate all construction projects for the College encompassing all phases of the project, including planning and development, pre-construction, construction, completion, and closeout of all projects.
- Serve as a liaison to the NC Community College System Office as well as the NC Office of State Construction for capital projects.
- Initiate the preparation of plans and specification required for the competitive bidding of construction projects, repairs and renovations of facilities.
- Draft all Requests for Proposals (RFP) for professional services related to construction and provide feedback to review committees selected to evaluate RFP's.
- Assist in preparation of construction budgets and funds requests to the NCCCS or other appropriate funding agencies for all construction projects.
- Ensure compliance with Federal, State, and Local building rules, regulations, building codes, permitting, etc. regarding all new constructions and repairs/renovations to existing facilities.
- Monitor the progress and completion of all contracted construction, renovations and repairs, regardless of the funding source or outside project oversight.
- Complete and maintain records for all construction projects including budget summaries, plans, specifications, progress reports, invoices and all other pertinent documents.
- Attend any relevant training available from the NCCCS System office and/or the State Construction Office related to construction and capital projects.
- Perform other duties as requested by the VP for Business & Finance or the College President.

**Salary Range:** Salary will be in accordance with the College's Compensation Plan and commensurate with qualifications and experience

**Working Schedule:** This is a 40-hour per week position and may require some flexibility in working hours. This position is exempt under the Fair Labor Standards Act.

**Proposed Hiring Date:** As Soon As Possible. A six-month probationary period is required by college policy.

**Deadline to Apply:** September 26, 2023 or until filled.

**How to Apply:** A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application form, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4299 or e-mail [humanresources@tricitycc.edu](mailto:humanresources@tricitycc.edu). Incomplete application packages will not be considered.

*Equal Opportunity Employer*