

## **COORDINATOR, SPECIAL PROJECTS (DGS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized work involving responsibility for coordinating, overseeing and monitoring diverse special projects in the Department of General Services, especially those that pertain to facilities management. The work may also involve the oversight of maintenance operations. The work is performed under the direction of the Director of Facilities Management and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Director of Facilities Management in the development and implementation of policies, procedures and programs to ensure the efficiency of specialized projects, especially those that pertain to facilities management (e.g., researches and gathers pertinent information, prepares reports, where appropriate);

Monitors projects in order to ensure the quality of work, identifies problem areas and makes recommendations for improvement, as necessary;

Assesses the effectiveness of special projects as they pertain to department services, and provides updates to the Director of Facilities Management;

Researches and prepares a variety of reports, as assigned;

Performs technical duties, as appropriate;

Uses computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May represent the Department of General Services pertaining to facilities management at a variety of meetings, forums and legislative proceedings;

May assist in the implementation of timely, efficient, and economical maintenance program for a large number of buildings and grounds, as well as off-site buildings and properties by establishing priorities, resolving problems, making recommendations for improvements, responding to emergencies, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of project coordination; good knowledge of facilities management; good knowledge of building and construction practices, tools, equipment and materials; good knowledge of the operation of County government\*; ability to plan and implement special projects and programs; ability to identify and resolve problems; ability to operate computer hardware and software appropriate to the job duties\*; ability to prepare a variety of reports; ability to establish and maintain effective working relationships with County officials, employees, vendors/contractors and the general public; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and five (5) years of experience coordinating and implementing phases of projects or programs, and/or troubleshooting and resolving issues, and/or developing policies and procedures, at least two (2) years of which must have substantially included facilities management experience as a construction or capital projects supervisor, superintendent, or contractor with substantial field experience.

**NOTE:** An Associate's degree or equivalent college credits beyond high school (a minimum of sixty (60) credits) in Engineering Science, Architectural Technology, or comparable curriculum, may be substituted for two (2) years of the required experience.

\*To be demonstrated during the probationary period.