

PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for planning, coordinating and overseeing capital improvements and maintenance projects to school district buildings, facilities and grounds. The incumbent will follow project management methodology which is an approach for managing projects within scope, cost and time parameters that ensures projects are executed consistently while meeting applicable requirements (e.g. code compliance, procurement policies, etc.). The work is performed in accordance with prescribed policies of the school district under the general supervision of the Director of Facilities III with considerable leeway for the exercise of independent judgment in completing assigned work projects. Work direction may be exercised over custodial and maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares bid specifications for capital improvement and maintenance projects and assists architects in the preparation of bid specifications when necessary;
Reviews bids and makes recommendations as to the awarding of contracts;
Oversees contracts in progress and monitors and inspects work to ensure compliance with contract plans and specifications;
Develops preliminary plans, cost estimates and related construction documents for projects of limited scope;
Manages projects from concept through implementation and close-out within budget and schedule constraints;
Works with contractors, outside consultants, school district staff, utility companies and other governmental agencies to ensure proper approvals, and compliance with codes and regulations;
Provides information for the formulation of budgets by making projections for cost of capital projects, "pricing out" jobs, determining cost of manpower and supplies, etc.;
Provides technical expertise to assist with troubleshooting, repairs and to effect proper operation of building systems;
Maintains schedules of work progress and reasons for delays in construction;
Manages the School District's Building Conditions Survey and associated master plan;
Maintains files of correspondence, job conference reports, shop drawings, contract documents, change orders, addresses of contractors and sub-contractors, daily log, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools and terminology of the various construction fields required; thorough knowledge of the applicable codes, laws, rules and regulations governing the design, construction, and renovation of buildings, facilities and mechanical systems; good general knowledge of building and construction practices, tools, equipment and materials; ability to inspect construction projects; ability to read and interpret plans and specifications; ability to prepare preliminary budget and renovation estimates; ability to maintain appropriate work records; ability to establish and maintain cooperative relationships with contractors and other construction principals; ability to write clearly and concisely.

(over)

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher in Engineering, Construction Technology or a closely related field and three (3) years of work experience where the primary function of the position involved the coordination of construction projects; or
2. An Associate's degree in Engineering, Construction Technology or a closely related field and five (5) years of work experience where the primary function of the position involved the coordination of construction projects.