

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **FACILITIES CONSTRUCTION COORDINATOR**
Department: Facilities
Reports To: Director of Facilities

SUMMARY:

Under the supervision of the Director of Facilities, coordinates construction of facilities bond projects related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. Assists in the contracting and management of facilities construction and modernization. Helps coordinate facility use by outside agencies, along with other duties as assigned. The position requires a broad knowledge of the procedures, laws and technical requirements related to the field of school facilities construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Assists in the coordination of school construction projects.
- * Participates in job site meetings among staff, contractors, architects, inspectors, and engineers as needed.
- * Assists and coordinates facilities use by outside agencies with site administrators, including Joint Use Agreements with the city and/or other public agencies
- * Assists in coordinating site personnel during the planning, construction, and closeout phases of site construction projects or improvements when necessary.
- * Assists in the coordination of the placement of relocatable classrooms including evaluation of sites for locations.
- * Assists in the preparation of bid documents for relocatable classroom acquisition, placement and hook-up.
- * Keeps immediate supervisor informed of status of construction projects.
- * Assists in planning, coordinating, scheduling and managing District moves of staff, furniture, and equipment into new school and between existing facilities.
- * Assists with applications, submittals, and closeouts of projects.
- * Assists in preparing maps, notices, public information documents, and other information items.
- * Attends and conducts a variety of meetings as assigned; conducts pre-bid and pre-construction meetings.
- * Performs related duties as assigned.

KNOWLEDGE OF:

- * Theory, principles, and practice of facility construction, public education and administration, state architect approval process, bidding process, applicable codes, ordinances and regulations as relevant to assigned responsibilities.
- * Personal computers and related software.
- * School facility construction programs, codes, rules and regulations, requirements, and restrictions.
- * Construction industry procedures, practices, plans and specifications.
- * General management functions of planning and organization.
- * School district organization and operations.
- * Maintaining professional relationships with public agencies responsible for the planning and development of the local area.
- * Computerized and manual maintenance work order systems.
- * Preventative maintenance planning.

OTHER SKILLS AND ABILITIES:

Write and speak effectively; read and interpret drawings, blue prints and schematics; establish and maintain effective working relations with all district personnel, public and private agencies; coordinate the work of outside contractors and professionals; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; operate computers; and willing to work additional hours periodically and travel locally.

EDUCATION and/or EXPERIENCE:

Combination of education and training equivalent to two years of college with a focus in architecture, engineering, or construction management, preferably with the emphasis in school or public projects.

Any combination of training and experience at a level that demonstrates the ability to perform the essential duties and responsibilities. Additional four years' experience in building construction and/or building maintenance work with technical experience may be considered in determining up to two years of college equivalency.

A minimum of two (2) years' experience in building construction work with technical experience and knowledge of facilities, maintenance, construction and funding requirements in the public school environment.

LICENSES AND/OR TESTING REQUIRED:

If required to operate a vehicle during the course of employment, must possess a valid California Driver's license and evidence of insurability; TB test clearance; Criminal Justice Fingerprint Clearance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires moderate physical effort while performing continuous moderate lifting of twenty-five (25) pounds maximum or carrying any object weighing up to twenty-five (25) pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

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