

Western Placer Unified School District

POSITION DESCRIPTION

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

SUMMARY:

Under the supervision of the Director of Facilities, coordinates facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. The position plans, obtains funding, coordinates, and monitors school district construction projects. The position requires a broad knowledge of the procedures, laws and technical requirements related to the field of school facilities planning and construction.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Prepare OPSC, CDE, and DSA applications and submittals; process required forms for eligibility, funding, and continue to monitor projects through the process and closeout audits.
- * Process and review of environmental compliance documents.
- * Monitor project budgets within appropriate funds; verify expenditures per budget and contract; maintain up-to-date financial statements by project within fund; monitor cash flow; verify income and authorize expenditures in accordance with established limitations.
- * Monitor residential/commercial/industrial subdivision activities that affect the district. Participate in negotiations with property developers.
- * Coordinates developer fee justification studies and School Facility Needs Analysis plans for the district.
- * Coordinate and develop short and long-range plans for the housing of students served by the district including enrollment projections. Update the annual student classroom capacity analysis utilizes to maximize local and State funds.
- * Coordinate the updates to the District's Facility Master Plan, working closely with the Director of Facilities on sources and uses of funds, status and schedule of construction and phasing of projects.
- * Serve as staff to any Independent Citizens Oversight Committees (ICOC), preparing minutes, agendas, reports, and coordinating the required annual fiscal and performance audits.
- * Responsible for the coordination of the analysis, evaluation and acquisition of school sites.
- * Develop, monitor and update institutional Safety Plan; coordinate communication necessary between partner districts, community agencies and partnering stakeholders to ensure accuracy of Safety Plan.
- * Plan, coordinate and organize activities and flow of communications regarding institutional Safety Plan; obtain, explain and provide information to staff, administrators and others regarding Safety Plan functions, policies and procedures.
- * Develops, revises, implements and monitors the District's 5-year Deferred Maintenance Program.
- * Work with Business Services to maintain an accurate accounting of District's fixed asset inventory control. Ensure that insurance, contract and accounting records are collected and maintained for fiscal and program audits.
- * Assist in the overall risk management process; monitor and review processes to ensure risk and compliance arrangements are in place; identify external and internal risks; evaluate the likely effects of risk; provide support and training to personnel.
- * Prepare notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
- * Respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies.

- * Monitor school facilities legislation.
- * Initiates and answers telephone calls; makes appointments; composes correspondence; types from straight copy or draft letters, reports, bulletins, and memorandums, including material of a confidential nature; maintains files, compiles and prepares reports, and perform general clerical duties.
- * Attends and conducts a variety of meetings as assigned; conducts pre-bid and pre-construction meetings.
- * Perform related duties as assigned.

KNOWLEDGE OF:

- * Theory, principles, and practice of facility planning, public education and administration, state architect approval process, bidding process, applicable codes, ordinances and regulations as relevant to assigned responsibilities.
- * 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.
- * Maintain professional relationship 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; establish and maintain effective working relations with all district personnel, public and private agencies; 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:

A minimum of one (1) year experience in facilities planning; prior work experience with a school district or county office of education working with school facilities essential.

Completion of Educational Facilities Planning Certificate Program through the University of California system, or equivalent, highly desirable.

Any combination of training and experience at a level to demonstrate the ability to perform the duties and responsibilities as described is qualifying.

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.

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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