

PROJECT COORDINATOR SUPERVISOR



Maintenance Services Department

Purpose:

The Project Coordinator Supervisor oversees the work of District Program Specialists and designated Maintenance Workers, ensuring the safe and efficient execution of a wide variety of maintenance projects and their compliance with applicable laws and regulations.

Reports to: Administrator for Maintenance Services

Nature & Scope:

The Project Coordinator Supervisor is responsible to the Administrator for Maintenance Services on contracted service and regulatory compliance requirements as they relate to the District. The incumbent ensures direct support for all District facilities through coordination of mandatory inspections, regulatory compliance programs, facility improvement projects (FIPs), management of the online work order system, facility condition assessments, District construction document management and Operations and Maintenance contracted services. The nature of the work requires adherence to established policies, procedures and regulations. The work requires regular independent judgment and coordination of the work of several District employees. The incumbent interfaces with District leadership, school administration and staff, outside professionals and the general public. The incumbent supervises several direct reports within the Maintenance Services Department. This position requires comprehensive knowledge of project management and public procurement rules.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Supervises the ongoing and daily activities of District Program Specialists and designated Maintenance Workers, including organizing, planning and assigning their work and managing the departmental workload.
3. Reviews incoming projects for assignment based on balanced workloads and matching skills to project needs.
4. Serves as an advisor on maintenance contracted services matters and facility improvement projects.
5. Responsible for project oversight in various technical areas, including mold remediation, Integrated Pest Management (IPM), Americans with Disabilities Act (ADA) compliance, generator maintenance and inspections, asbestos management, storm water management, underground storage tank management, and environmental assessments.

6. Ensures projects comply with applicable laws, standards and regulations, including developing necessary policies and procedures, providing guidance and training, and ensuring required procedures are carried out.
7. Provides guidance and training to District staff.
8. Remains current on relevant federal, state and local laws, court rulings and legislative changes affecting District projects and keeps appropriate staff informed.
9. Investigates problems and complaints and resolves them within the scope of authority.
10. Anticipates potential problems and recommends solutions.
11. Coordinates project activity with outside agencies.
12. Provides required information to the general public.
13. Conducts employee evaluations and performance reviews.
14. Maintains required records of project work and prepares reports.
15. Provides backup support to other staff members, including occasional project coordination.
16. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
17. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Bachelor's degree
2. One year of experience in one of the following areas- mold remediation, Integrated Pest Management (IPM), Americans with Disabilities Act (ADA) compliance, generator maintenance and inspections, asbestos management, storm water management, underground storage tank management, and environmental assessments.
3. And must possess two years supervisory and/or management experience.
4. In lieu of #1 #2 and #3, must possess seven years equivalent combination of education and experience necessary to perform the job functions.
5. Must possess ability to read and understand construction drawings, building plans and specifications.
6. Must have experience managing or delivering projects.
7. Must possess excellent written and oral communications skills.
8. Must possess valid Oregon or Washington driver's license.

Working Conditions:

The Project Coordinator Supervisor works both indoors and outdoors. The incumbent will be regularly exposed to odors, fumes, dirt and dust. Other potential hazards include but are not limited to communicable diseases, sharp objects, electrical and/or motorized equipment and slippery surfaces. The incumbent must be able to stand, walk, sit, push, pull, bend, stoop, kneel, reach, write, speak and hear. Lifting, carrying, pushing and pulling of objects will be required. The incumbent may also be required to inspect confined spaces. The work requires the ability to drive between various District sites. Most of the work will be conducted during normal business hours, but some attendance at meetings or other activities will be required outside those hours.

Work Year: 12-month
Bargaining Unit: Non-represented
FLSA Status: Exempt
Date Approved: March 10, 2022
Date Revised: March 10, 2022

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.