

BOND PROJECT FACILITATOR

Classification: Technology

Location: District Office

Reports to: Executive Director of Technology

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

The Project Facilitator will serve as an owner's representative, advocate, and liaison for the Technology Department. The position coordinates capital projects (bond) through accurate and timely communications, positive relationships, and quality work between the Technology staff and the capital projects staff (including the project managers, contractors and consultants).

The Project Facilitator will facilitate and manage all relevant Technology bond documentation. The person will become part of the Technology team, assisting with project management.

While the focus of the position will be to serve the interests of Technology, the position is also responsible to the larger district, bond program team, and needs to ensure district and bond program success.

Part III: Major Duties and Responsibilities (dependent on specific assignment): Duties include but are not limited to:

1. Ensure District Technology standards are maintained in project design and construction.
2. Coordinate project review meetings (e.g. drawings at 50% and 90% completion with Technology staff).
3. Meet with vendors to plan all phases of installations.
4. Coordinate periodic site walk through prior to and during project completion. It is critical for staff to review work prior to work being covered up.
5. Review all plans at each phase.
6. Ensure quality in construction, equipment and furnishings.
7. Assist with punch lists and close-outs.
8. Assist with coordinating training for owners and operational materials.
9. Ensure low voltage tests and warranties are completed.
10. Coordinate review of plans, specifications, change requests, RFI's and change orders (as needed).
11. Maintain project data in the project management system.
12. Ensure documentation (as-built drawings and specs) is complete and appropriately filed. Coordinate/organize plan room – become owner of the plan room (drawings and O&M manuals).

13. Assist with other Technology on projects as assigned.

Part IV: Minimum Qualifications:

1. Successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Associate degree or equivalent in business, accounting, project management, and/or related functions.
3. Two (2) years of substantive and progressively responsible experience in providing hardware and software support. Excess experience may be substituted for the education requirement.
4. Experience in project development and management.
5. Ability to read architectural drawings and understand technical specifications related to Technology infrastructure.
6. Experience working with outside vendors to plan all phases of purchasing and installation
7. Able to follow written and verbal direction and take the initiative when necessary. Ability to effectively communicate on technology issues with a high level of effectiveness in terms of customer comprehension and response; including project managers, contractors, vendors, and building staff.
8. Able to organize work and set priorities for accomplishing work in a timely and effective manner.
9. Able to work collaboratively and effectively with other staff, employees, and supervisors.

Part V: Desired Qualifications:

1. Experience working with hardware and software common to the District.
2. Experience working in an education environment.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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.

While performing the duties of this job, the employee is frequently required to sit, talk, move about, hear and speak.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.