

Project Management Systems Coordinator

Purpose Statement:

The purpose of this position is to assist with project management and program management efforts. This position will participate in the planning, tracking, analysis and reporting on projects and programs of varying size and complexity. They will assist with the development and analysis of cost, schedule and delivery status of projects throughout their lifecycle.

The Project Management Systems Coordinator will be the lead team member in the development of capital project systems that monitor and report key project information. The Systems Coordinator position is responsible for the capital department construction management system (e-Builder) configuration and maintenance. Configuration and maintenance of the system includes managing users and their roles, customizing views and settings, developing templates, work flow processes, reports and forms, monitoring and correcting imported financial data and training staff, consultants and contractors on the system.

Essential Functions

- Configures and maintains the capital project management system; sets up, revises and terminates users on the system and defines their roles and permissions
- Customizes views and settings on the software system in consultation with the director
- Develops templates, work flow processes, reports and forms with input from capital staff and other users
- Monitors financial data imported from the District accounting software and corrects errors as needed
- Coordinates with consultants and responsible contractors to ensure proper use of the management system; resolves problems as necessary
- Configures and maintains the data base software systems used to track district capital assets and process capital project requests
- Evaluates capital projects software needs and make recommendations regarding updates
- Assists with document controls and conversion of archive documents to an electronic format
- Assists in planning for district wide projects; participates in planning conferences; provides technical expertise

Other Functions

- Performs other duties as required.
- Assists other personnel as may be required for the purpose of supporting them in completion of their work activities.
- Attend meetings as required for the purpose of supporting staff members in completion of their work activities.
- Establish work group goals and objectives consistent with department and District goals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

- Knowledge of practices and principles of construction quality assurance. Preferably in the public sector with K-12 schools
- Knowledge of product specifications, and commissioning specifications
- Knowledge of codes, laws, regulations, rules and policies governing school facilities construction
- Knowledge of commercial/institutional construction
- Knowledge of value engineering and constructability processes
- Skill in application of current building codes and other safety codes
- Skill in developing construction standards and commissioning specifications

- Skill in budgeting, and contract writing
- Skill in problem resolution
- Skill in establishing and maintaining effective working relationships with a variety of others
- Skill in performing site inspections
- Skill in monitoring, and evaluating contractors and consultants
- Skill in written and oral communication
- Skill in attention to detail and thoroughness
- Ability to employ effective decision-making skills
- Ability to develop, review and edit CSI format specifications
- Ability to employ collaborative problem-solving methods
- Ability to read, write, speak and communicate effectively

Working Conditions

Requires safety awareness on construction sites; requires climbing on roofs and scaffolds, and related physical exertion and exposure while performing inspections; required to return to work during off-hours for emergencies; experiences critical construction deadlines; required to drive to various sites for field inspections. Required to be on-call during construction projects.

Education and Experience

Bachelor's degree in construction project management or closely related field and eight years of construction quality assurance experience. Experience with construction commissioning. Alternative combinations of training and experience to substitute for the degree requirement will be evaluated by the District for comparability.

Reporting Relationship

Reports to Capital Projects Director, Supervises consultants

Required Testing

Successful completion of required tests

Certificates & Licenses

Valid Washington State driver's license.

Clearances

Criminal Justice Fingerprint/Background Clearance

Continuing Educ./Training