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 with the coordination of facilities planning and construction 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:

- Assist with the coordination of school construction projects.
- 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.
- Assist with the coordination of the analysis, evaluation, and acquisition of school sites.
- Assist in obtaining new site approvals through CDE, OPSC, and DTSC.
- Monitor project activities (e.g. costs, time and materials, schedules, budgets, change orders, etc.) for the purpose of ensuring the district objectives are achieved within budget and time frames in compliance with established requirements.
- Assist with monitoring residential/commercial/industrial subdivision activities that affect the district. Participate in negotiations with property developers.
- Assist with the coordination of developer fee justification studies and School Facility Needs Analysis plans for the district.
- Assist with the coordination and development of short and long-range plans for the housing of students served by the district including enrollment projections. Update the annual student classroom capacity analysis utilized to maximize local and State funds.
- Assist with the coordination of 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.
- Coordinate site personnel during the planning, construction, and closeout phases of site construction projects or improvements when necessary.
- Prepare bid documents for facilities projects.
- Assist in planning, coordinating, scheduling, and managing district moves of staff, furniture, and equipment into new schools and between existing facilities.
- Prepare written materials, information for board agenda items, contracts, correspondence, budgets, costs, bid invitations, and/or conveying information.
- 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.
- Initiate and answer telephone calls; make appointments; compose correspondence; type from straight copy or draft letters, reports, bulletins, and memorandums, including material of a confidential nature; maintain files, compile and prepare reports, and perform general clerical duties.

- Attend and conduct a variety of meetings as assigned; conduct 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 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; 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 be willing to work additional hours periodically and travel locally.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree, or equivalent direct work experience in a related field and a minimum of two (2) years experience in facilities planning and/or construction management; prior work experience with a school district or county office of education working with school facilities is 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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