



FACILITIES CONSTRUCTION COORDINATOR

PRIMARY FUNCTIONS:

Under the direction of the Assistant Superintendent of Administrative Service, performs a variety of technical duties in the planning, development, implementation and inspection of District construction and alteration of projects; service as a liaison between the District and contractors, architects, inspectors, governmental agencies and various outside organizations; compile information and prepare and maintain related records and reports.

GENERAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical duties in the planning, development, implementation and inspection of District construction and alteration projects; prepare planning documents for governmental agencies, utility companies and firms under contract to the District.
- Serve as a liaison between the District and contractors, architects, inspectors, governmental agencies and various outside organizations; respond to inquiries and provide information; resolve issues and concerns as appropriate.
- Coordinate the forming of a Bond Oversight Committee; provide the Committee with reports and attend scheduled Bond Oversight Meetings as needed.
- Regularly visit development and construction sites to exchange information, monitor progress; assure compliance with established specifications, guidelines, codes and regulations; oversee and follow-up on projects to assure proper completion.
- Compile information and prepare and maintain a wide variety of mandated and requested data and reports related to project status, income, expenditures, award bids and assigned activities; submit reports to appropriate personnel or agency; maintain contract documents and legal paperwork.
- Prepare and maintain a variety of records related to projects, financial activity, student demographics and assigned duties; record income and expenditures and monitor department budgets; establish and maintain filing systems; process forms and applications; prepare correspondence as necessary; assist in the preparation of data, support materials and project applications for the State Facilities Program and the justification for the collection of developer fees.
- Collaborate with contractors, inspectors and vendors on various construction and alteration projects; coordinate District and outside resources to assure smooth and efficient planning, construction and alteration operations.
- Prepare, plan, review and interpret plans, diagrams, blueprints, sketches and specifications; monitor payments and expenditures for projects.
- Operate a variety of office equipment including a copier, fax machine, large document copier, plotter, computer and assigned software; drive a vehicle to travel to school sites and conduct work.
- Participate in activities related to the collection, maintenance and analysis of information required for enrollment projections and school site development; prepare reports and projections of demographic and building trends; maintain geographical information pertaining to student demographics and boundaries using geographical information software.
- Prepare board items and resolutions necessary for construction and alteration projects regarding authorization for design, construction and close out as assigned.
- Confer with District administrators and give advice on plans, specifications and types of material to be used in District construction and alteration projects.

- Maintain regular and prompt attendance in the workplace.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education, training and/or experience equivalent to: graduation from high school supplemented by two (2) years course work in planning, construction administration, architectural-engineering drafting or related field and two (2) years' experience in a facility planning, construction, construction management and/or as an architectural or engineering draftsman specializing in the use of computer aided drafting programs, for a combined total of four (4) years

Licenses and Other Requirements:

- Valid California Class C driver's license

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Planning, organization and technical aspects of facilities planning functions.
- Construction industry practices and procedures, including cost estimating, project scheduling and project inspections.
- Construction, alteration, planning and facility design practices, procedures and processes.
- Applicable laws, codes, regulations, policies and procedures.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Research and projection techniques and procedures.
- Modern office practices, procedures and equipment.
- Mathematical and statistical computations.

Ability to:

- Perform a variety of technical duties in the planning, development, implementation and inspection of District construction and alteration projects.
- Serve as a liaison between the District and contractors, architects, inspectors, governmental agencies and various outside organizations.
- Prepare and maintain a variety of records, files and reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Learn District organization, operations, policies and objectives.
- Research, compile and prepare data required for facilities planning records, reports and projects.
- Read and interpret maps, blueprints and site plans.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

- Observe health and safety regulations.
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Plan and organize work.
- Make mathematical and statistical calculations.
- Work independently with little direction.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

PHYSICAL, MENTAL, AND SOCIAL REQUIREMENTS:

Employees in this position must have the ability to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs. at waist height for short distances.

WORK ENVIRONMENT

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Exposure to fumes, dust and odors.

Hazards:

- Working around and with machinery having moving parts.
- Working at heights.

Board Approval: December 13, 2022

Formal Review: December 5, 2022

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EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed