

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: Maintenance and Operations Project Coordinator (Range 35)

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, oversee, organize and coordinate the activities relating to the repair and maintenance of existing school facilities within the district. Projects may be performed by both in-house staff or contractor or any combination of both and will typically be multi-craft in nature and subject to Public Works and DSA oversight. Complete required documentation required for DSA and other publicly funded programs. Represent Maintenance and Operations on capitol construction projects to ensure District Standards are adhered to.

RESPRESENTATIVE DUTIES:

Coordinate internal resources and third parties/vendors for the most cost effective and efficient execution of projects. *E*

Ensure that all assigned projects are delivered on-time, within scope and within budget. *E*

Assist in the definition of project scope and objectives, involving all relevant stakeholders and ensuring technical feasibility. *E*

Coordinate the creation and submission of all required Proposition 39 applications and reports. Including the calculation and verification of stated Savings to Investment Ratios (SIR). *E*

Make recommendations to the Director for contracted architectural and engineering services; maintain contact with technical consultants and specialists on issues related to design and construction. *E*

Assist in conducting complex studies relating to building trends, energy efficiency and building systems life cycling. *E*

Advise, assist and make recommendations to the Director on alternate energy sources, consumption and general energy conservation measures. *E*

Coordinate with the Director and Assistant Director of Mechanical Trades on the installation and/or repair of energy management systems. *E*

Work with maintenance personnel on the proper operation of the energy management systems and equipment. Attend all scheduled in-services and trainings. *E*

Conduct retro-commissioning activities on mechanical and electrical systems to ensure maximum energy efficiency. *E*

Coordinate the development and evaluation of construction plans by district and non-district stakeholders. *E*

Assure compliance with Office of the State Architect specifications and requirements. *E*

Verify progress payment estimates and final payment; follow up on reported deficiencies and other complaints arising during construction and warranty period. *E*

Assist Director in communicating plans and strategies to the public. *E*

Assist with ensuring resource availability and allocation. *E*

Develop detailed project plans to monitor and track progress. *E*

Manage changes to the project scope, project schedule, and project costs using appropriate verification techniques. *E*

Measure project performance using appropriate tools and techniques. *E*

Promote safe working conditions for all employees, contractors and consultants. *E*

Create and maintain comprehensive project documentation. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, methods and practices used in architectural design and engineering.

California Building Codes, Division of the State Architect (DSA).

Current theory of energy efficient design and practices in educational facilities.

Public works contracting laws.

Project management and reporting systems and methods.

Current methods of funding school facilities and maintenance.

Cal/OSHA regulations including construction site safety, asbestos and lead abatement, arch flash safety.

Energy management techniques.

Instruments used for measuring temperature, humidity, electrical current, voltages, and other energy related items.

Effective design and construction safety practices, methods and materials of building construction and facilities management.

Microsoft Office programs and applications.

ABILITY TO:

Assist in the design of efficient and safe facilities.

Manage complex maintenance projects in occupied facilities.

Meet schedules and timelines.

Maintain a current knowledge of technological advances in the field of energy management.

Compile, analyze and record financial and statistical data.

Interpret data from a variety of sources to extract necessary information in the development of reports.

Prepare reports and applications for the Prop 39 Energy Efficiency Program.

Prioritize deferred maintenance needs.

Work independently or in a team setting.

Establish and maintain effective working relations with coworkers, third party/vendors, agency representatives and the public.

Obtain boom and scissor lift certification.

EDUCATION AND EXPERIENCE:

A bachelor's degree from an accredited college or university, preferably in Project Management, Architecture or Business Management and 2 years of experience working within the public education or university environment on mechanical and energy management systems. Additional experience may be substituted for education on a year-for-year basis. Certifications in energy management is desired.

LICENSES AND OTHER REQUIREMENTS:

Valid Class C, California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in the office 30% and in the field 70%

Commitment to irregular hours and projects demand

PHYSICAL ABILITIES:

Must be able to climb, bend, stoop and reach

Must be able to use ladders

Must be able to walk and stand for long periods of time

Must be able to push, pull and lift 25 pounds

Working in confined spaces is sometimes required

Must have dexterity of hands, wrists and fingers to operate a computer keyboard

Must be able to read various forms of materials and recognize different signs and symbols