

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Construction Projects Coordinator

**Classification:** Classified Management

**FLSA:** Exempt

**Reports to:** Department Administrator

**Range:** Classified Management Salary  
Schedule

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### **EDUCATION AND EXPERIENCE**

Education and Experience:

Any combination equivalent to bachelor's degree in Industrial Technology, Construction Management, Architecture, or related discipline, or a minimum of 5 years of progressively responsible experience in school maintenance, construction management, and industrial electrical construction.

Licenses and other Requirements:

Valid California driver's license

### **SUMMARY**

Plan, coordinate, supervise construction projects, involving new construction, alterations, repairs, relocation of existing building and structures.

### **SPECIFIC RESPONSIBILITIES**

1. Coordinate construction projects with architects, contractors, and school administrators.
2. Participates in the development and implementation of goals, objectives, policies and priorities for Facilities Planning. Identifies resource needs. Recommends and implements policies and procedures.
3. Generate project reports that provide construction timelines, budget, and project scope.
4. Apply and explain state guidelines and state-building and/or state codes.
5. Evaluate and recommend programmatic scope of K-12 building projects.
6. Interpret construction specifications, schematics, and drawings.
7. Reviews and process requests for progress payments from contractors and architects.
8. Attend and provide expertise to meetings involving on-going and new projects with architects and school administrators; meet with regulatory agencies on State and local level as necessary.
9. Identifies opportunities for improving service delivery methods and procedures. Reviews with appropriate management staff. Implements improvements.
10. Oversees project budget. Forecasts additional funds needed for staffing, equipment, materials, and supplies. Directs the monitoring of and approves expenditures. Recommends adjustments as necessary.
11. Assists in the supervision and evaluation of assigned personnel; trains personnel in assigned areas.
12. Perform related duties as assigned.

### **SPECIFIC QUALIFICATIONS**

Directs, plans and coordinates construction and maintenance projects within the Facilities Planning Department. Coordinates assigned activities with other departments outside agencies and the general public in connection with accomplishing capital construction projects. Provides highly responsible and complex coordination to the District Administration, communications are broad in scope, extending to outside experts and agencies.

Knowledge of:

- Construction management methods.
- Architectural methods and techniques.
- Operation of a computer terminal and data entry techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities, including but not limited to Public Contract Code.
- Applicable sections of the State Education Code, building codes, electrical codes and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Coordinate construction projects.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.

**PHYSICAL ABILITIES**

Office and construction site environment; driving a vehicle to conduct work.

Climbing on ladders and scaffolding to inspect work; walking, bending, stooping and reaching to inspect projects; seeing to inspect work; speaking to exchange information.

Reviewing projects during demolition; working at heights. Occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, climbing and/or crawling, standing, and walking (70%); the ability to lift up to 50 lbs, and sitting (30%).