Adams12 Five Star Schools

Job Description
Revised/Updated: July 2025

Job Title:	**Bond QA/QC Coordinator**	Job Code:	**250710**
Job Family:	**Non-Certified**	FLSA Status:	**Ex-P**
Pay Program:	**Administrative**		
Typical Work Year:	**12 months**	Pay Range:	**L 08**

This position is funded by 2024 bond proceeds. Funding is anticipated through November 2030 or at the completion of Bond projects, whichever comes first

SUMMARY: Bond QA/QC Coordinator is responsible for reviewing, inspecting, and documenting the quality assurance and quality control processes related to school construction projects funded by bond measures, ensuring that all work adheres to established education specifications, technical guidelines, construction specifications, building code, ADA and compliance requirements, while monitoring project progress to identify and address potential quality issues throughout the construction process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate with Project Managers and Maintenance staff to ensure all QA/QC processes are scheduled and planned for including; plan reviews, tech guidelines reviews, submittal reviews, job progress walk-throughs, punch walks and final inspections. Ensure that inspection milestones are scheduled with sufficient advance notice to all parties to ensure their participation and allow for thorough review.	D	35%
2. Plan and schedule on-site job walkthroughs, with project managers and/or maintenance staff, focusing on establishing clear consistent results across the district and bond portfolio. Help ensure subject matter experts are engaged and aware of project timelines and milestones.	D	25%
3. Prepares daily, weekly and monthly tracking reports related to project review, inspection, issue resolution, and compliance documentation. Document inspection findings, test results, and compliance issues in detailed reports, including photographs, measurements, and written descriptions. Coordinate with Project Manager to ensure repairs and remediation efforts required to correct any defects to District standards take place.	D	10%
4. Consults/coordinates with Construction and Facilities Design project managers as necessary. Recommend continuous improvement and efficiencies with QA/QC process and provide recommendations and training to team members.	D	10%
5. Comply with and monitor all district and project-specific safety rules and regulations. Assist with safety compliance and report and document safety issues to the Project Manager.	D	5%
6. Communicate effectively with Construction and Facilities Design project manager(s) to address quality-related concerns and resolve issues in order to meet project milestones. Provide guidance and support to district project managers and construction teams regarding quality control procedures, best practices, and corrective actions.	D	5%
7. Participate in project meetings, reviews and audits to ensure compliance with standards throughout the construction/delivery process. Measure performance, develop lessons learned, and seek continuous improvement opportunities.	D	5%
8. Perform other job-related duties as assigned.	Ongoing	5%
	TOTAL =	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent. Bachelor's degree with a major in quality control, construction management, business administration or related field preferred.
- Minimum of 18 years of age.
- Minimum of five (5) years of experience working in facilities maintenance or construction including experience with multiple building trades.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- A criminal background check is required for hire.
- Valid Colorado driver's license.
- A copy of an individual Motor Vehicle Record must be submitted at the time of application.
- Trade license or certificate preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, interpersonal skills, situational negotiation, and conflict management skills.
- Ability to read and interpret blueprints and specifications.
- Ability to demonstrate problem-solving skills.
- Ability to promote and follow Board of Education policies, District policies, and building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.
- Ability to learn district systems including, but not limited to, email, Internet, and intranet within 1 month of employment.
- Ability to stay current with district policy, standards, and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office software
- Operating knowledge of district information technology systems and any other department-specific software and equipment required within 2 months of entering the position.
- Operating knowledge of scheduling software.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Maintenance, Environmental and Sustainability Director	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		x		
Walk			x	
Sit			x	
Use hands and fingers to handle and/or feel		x		
Reach with hands and arms		x		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		x		
Talk			x	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	x			
Up to 25 pounds	x			
Up to 50 pounds		X		
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			x	
Communicate			x	
Copy		x		
Coordinate			x	
Instruct		X		
Compute			x	
Synthesize			x	
Evaluate			x	
Interpersonal Skills			x	
Compile		X		
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	x			
Outdoor weather conditions		x		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	x			
Work with explosives	X			
Risk of radiation	X			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	