

## FACILITIES PROJECT ASSOCIATE

### **DEFINITION:**

Under the Director of Facilities Development, the Facilities Project Associate works with the Planning and Construction staff to provide a variety of administrative and logistical support for capital construction projects including pre-bid communications, financial and contractual monitoring of large capital projects, processing of contract documents such as insurance, bonds, and prevailing wage documentation, and processing of project close out documentation.

### **QUALIFICATIONS:**

- Experience: A minimum of four (4) years' experience in project administration or a closely related field.
- Education: Graduation from a four-year accredited college with emphasis on planning, public administration, or closely related field. Experience may be substituted for the required education on a year-to-year basis

### **DISTINGUISHING CHARACTERISTICS:**

This position requires a broad knowledge of the procedures, laws, and technical requirements related to facilities project coordination and the ability to provide a high level of technical assistance to the Facilities Department. Internal advancement to the Facilities Project Associate requires four (4) years of experience in facilities project administration with at least two (2) years' experience with the Facilities department at FCUSD.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Director of Facilities Development, incumbent will:

- Assists in ensuring adherence to all applicable laws, regulations, and district policies related to facility contracts.
- Monitor and assure timely and appropriate development of projects and project schedules.
- Coordinate project planning, including budget input, monitoring, scheduling and permitting.
- Assists with pre-qualification and post-bid requirements.
- Researches, prepares, receives and evaluates quotes; recommend the award of a project.
- Maintain accurate documentation of contracts, project details, and communication with vendors.
- Monitor construction budgets through using a separate accounting system (Accountability).
- Prepares, updates, and maintains the Facilities and Construction Project log, listing all current contract information.
- Coordinates site visits and pre-bid, pre-construction conferences, and attend job meetings as required.
- Work with architect, engineers, contractors and inspectors for final acceptance of the Division of State Architect permits (permit through close out of projects)
- Coordinate and maintain communication and cooperative working relationships with site administrators and other district personnel.
- Performs related duties as assigned.

**KNOWLEDGE:**

- School facilities construction and modernization process
- Division of State Architect requirements
- Applicable federal, state, local construction laws, rules and regulations

**ABILITY AND SKILLS:**

- Read and understand laws, rules, and regulations for purchasing under Education, Government and Public Contract Codes.
- Understand California Uniform Construction Cost Accounting Regulations
- Prepares or drafts letters, reports, bulletins, and memorandums, including material of a confidential nature
- Analyze situations and data accurately
- Write and speak effectively, including English usage, spelling, grammar and punctuation
- Ability to work independently without supervision

**PHYSICAL REQUIREMENTS:**

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**WORK ENVIRONMENT:**

The work environment characteristics described 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 usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.