Adams12 Five Star Schools

Job Description

Prepared/Revised Date: **March 2026**

Job Title:	**Construction and Design Project Coordinator**	Job Code:	**250418**
Job Family:	**Construction/Facilities Design**	FLSA Status:	**Non-Exempt**
Pay Program:	**Classified**	Shift Differential:	**No**
Typical Work Year:	**12 months**	Pay Range:	**G19**

SUMMARY: The Construction Project Coordinator provides specialized technical support, financial coordination support, and project-based administrative service. This role blends traditional clerical duties with complex technical skills, including submittal coordination, design document process management, pay application/billing support, and departmental technology training. The incumbent serves as a central resource for system administration (Oracle/ERP), document management (Bluebeam/Smartsheet), and departmental onboarding while ensuring the seamless execution of digital and construction-related processes.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions. Frequency and percentage of time may vary based on assignment.*

		% of Time
1. Project Coordination & Submittal Management - Coordinate the Submittal and Drawing Review process, ensuring design documents are routed, reviewed, and returned within project timelines. Manage the digital process workflow for project documentation, including FMR (Facility Modification Request) intake and tracking, design development life cycle (SD, DD, CD) progression, submittals, and RFI's. Assists stakeholder engagement and ensures workflow production. Utilize HALO, Bluebeam, Oracle ERP, and other project management software to maintain accurate records of project status and action items. Assist in schedule management. Assist in IT readiness for project sites and departmental moves.	D	35%
2. Financial Operations & Procurement - Process project invoices, contract requisitions, and change orders through Oracle/ERP systems. Monitor project budgets and provide CAP Reserve Support to help ensure fiscal alignment with long-term facility goals. Manage P-Card (Purchasing Card) accounts, including transaction reconciliation and policy compliance. Provide Pay Application and Billing support and training for vendors and internal staff to ensure timely project funding. Assist project manager with job cost accounting including budget management, forecasting, and billing.	D	30%
3. Technical Support & Data Management - Serve as the lead for C&FD (Construction & Facilities Development) Technology Training, assisting staff with software and hardware adoption. Maintain organized digital and physical filing systems. Develop and manage Google and Smartsheet Forms for data collection, surveys, and internal requests. Maintain and update the Staff Website to ensure departmental resources are current. Troubleshoot minor IT issues and function as the liaison with the central IT department.	D	15%
4. Administrative & Office Management - Maintain a professional front desk presence, serving as the primary point of contact for visitors, phone inquiries, and departmental email. Assist with coordinating high-level meetings, including agenda preparation, room setup, refreshments, and the recording of minutes and action items. Assist with travel arrangements, including airline, hotel, and reimbursement documentation. Assist with managing complex departmental calendars and facility scheduling using EMS (Event Management System). Assist with handling incoming/outgoing mail. Assist with purchasing office supplies, printing services, and professional memberships.	D	10%
5. Personnel & Onboarding Coordination - Facilitate the hiring and onboarding process for new employees, ensuring they have the necessary equipment, system access, and introductory	D	5%

training. Maintain personnel records, including FTE changes, leave of absence tracking, and separations in coordination with Human Resources.		
6. Perform other job-related duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent required.
- Associate or bachelor's degree in business administration or a related field preferred.
- Minimum of five (5) years of experience in clerical support, office management, or project coordination.
- Prior experience in construction, facilities, or large-scale public-sector environments is highly desirable.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Systems: Proficiency in Oracle/ERP, Bluebeam, Smartsheet, and HALO.
- Software: Advanced knowledge of Microsoft Office Suite and Google Workspace (specifically Google Forms and Sheets).
- Financial: Strong understanding of budget monitoring, invoice processing, and forecasting.
- Construction Project Life Cycle: Strong understanding of the Construction Project Life Cycle and the multiple elements, stages, and components.
- Communication: Ability to engage in effective collaboration with diverse stakeholders, including contractors, designers, engineers, district leadership, and community members.
- Organization: Proven ability to manage multiple priorities, meet strict project deadlines, and maintain confidentiality
- Ability to promote and follow Board of Education policies, District policies, building, and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- 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 stay current with district policy, standards, and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Construction	5084
	Director of Facilities Design and Planning	5085

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

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- **None**

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environmental 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 accommodation 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, handle and/ or feel				X
Reach with hands and arms				X
PHYSICAL ACTIVITIES:	**Amount of Time**			
	None	**Under 1/3**	**1/3 to 2/3**	**Over 2/3**
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			
51- 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)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

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