Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Operations Project Coordinator**	FLSA Status:	**Exempt**
Job Family:	**Classified - Operations**	Pay Range:	**OP45Y**
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**62104**

SUMMARY: Responsible for implementing, scheduling, and monitoring assigned special projects including the facilities condition assessment project and the adoption and integration of new facilities management software. Actively manage assigned projects with an integrated approach, inclusive of all stakeholders and customers using effective communication, flexibility, and initiative.

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. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Facilitate implementation of facilities condition assessment project.
2. Facilitate selection and implementation of facilities management software, in partnership with appropriate staff in Finance, Information Technology, and Operations.
3. Perform detailed data analysis to obtain a better understanding of user's needs; collect, analyze, and summarize quantitative and qualitative data/information to interpret and report results; prepare and present results, as necessary.
4. Monitor scheduled project progress by applying project methodology and enforcing project standards to ensure specific milestones, deadlines, scope, and budget are met by tracking task level activity and creating work plans with information Technology staff and other departments/vendors as appropriate; removing obstacles and initiating corrective actions as needed.
5. Establish and monitor project schedules and initiate corrective actions.
6. Assist the Operations department in other functions as needed and interact with other district departments to facilitate successful project implementation and completion. Responsible for assisting with addressing complaints and resolving problems.
7. Collaborate and work closely with District staff, Information Technology staff and key stakeholders to determine operational objectives by analyzing business functions, gathering justification information, and evaluating requirements in line with District needs and goals. Anticipate dynamic impacts from evolving changes in operating environment and business needs.
8. Coordinate with the chief Operations Officer regarding project budget, schedule, and conflict resolution.
9. Schedule and participate in meetings with project stakeholders and end users related to assigned projects.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree in construction-related field or formal training in project management required
- Minimum four years of related experience required

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of budget development and analysis
- Knowledge of and ability to employ an integrated approach to planning and designing projects
- Ability to establish and evaluate project schedules
- Ability to communicate with staff, department directors, and community
- Ability to be a part of and work with a team
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director Facilities	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

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 to finger, handle or feed		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		
Up 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	