

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	FACILITIES PROJECT COORDINATOR 1	2.5.4
Effective Date	Job Title	Index

PURPOSE

To improve student achievement by performing a variety of responsible duties in support of the planning, design, construction, repair, and maintenance of district facility projects.

CLASS CHARACTERISTICS

This is the journey level in the Facilities Coordinator series. Employees at this level are required to perform Project Management at a complex level. This class is distinguished from the Facilities Coordinator 2 in that the latter coordinates and reviews the work of lower classifications and has primary responsibility for overall project coordination.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor. Work is performed independently without close or regular supervision. Methods of performing tasks are the responsibility of the employee and are to be performed within the established policies and procedures. Work is reviewed only periodically to assure compliance to standards and measured results.

EXAMPLES OF DUTIES - May include, but are not limited to, the following:

Participating in the design of facility improvements; making architectural and design decisions; deciding on methods and materials to be used in construction.

Performing space planning and related design and drafting work for small projects.

Coordinating facility capital projects; authorizing contract payments; coordinating project scheduling and planning with outside vendors and contractors.

Visiting job sites under construction; administering project specifications to assure compliance with standards; preparing change orders.

Preparing and presenting work plan and project budgets.

Writing project-related correspondence; performing project-related communications.

Recording and filing events and necessary documents for transactions at all levels of the job.

Formulating and producing regular status reports of projects.

Reviewing, critiques, and approves design and material solutions for facilities improvements.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of project management including design, contract documents, and construction administration.

Ability to:

Read and become fully knowledgeable of all project plans and specifications.

Communicate well, both verbally and in writing.

Meet and work effectively with architects, engineers, and contractors.

Maintain records and prepare reports.

Prepare drawings and specifications for small construction projects.

Be proficient with Computer Aided Design and Drafting.

Be proficient with scheduling programs such as Suretrak and P3.

Be proficient with Project Management software such as Primavera-Expedition.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in project development and construction or a related field, with specific experience in determining the quality, cost, and schedule of construction work.

Training:

Equivalent to completion of two years of course work in architecture, engineering, planning, or a related field.

Licenses:

Must have a valid Oregon driver's license issued by the Oregon State Department of Motor Vehicles. Must have own means of transportation.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels. In the office about 35% of the time, in car about 25% of the time and outside in weather visiting job sites about 40% of the time.

Physical Requirements:

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – Exert force to 10-25 lbs. frequently, and up to 10 lbs. constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Occasional climbing of ladders.

Salem-Keizer School District is an equal opportunity employer.

Position: Facilities Project Coordinator 1

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name : _____