

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

09/16	FACILITIES PROJECT COORDINATOR 2	2.5.5
Effective Date	Job Title	Index

PURPOSE

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

CLASS CHARACTERISTICS

This is the advanced journey level class in the Facilities Coordinator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including coordinating the work of other personnel. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor. Methods of performing tasks are largely within the discretion of the employee, who has considerable latitude in devising and applying project rules and methods. Work is measured mainly through the observance of results obtained on projects.

Exercises functional and technical supervision over assigned contract personnel such as architects, engineers, and testing company personnel. This position is responsible for scheduling the work of the Planning & Construction department's work crew, and overseeing their budget and quality of work.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Participating in initiation of professional service agreements with architects and engineers and writes service agreements.

Coordinating and participating in the design of facility improvements; making architectural and design decisions; decides on methods and materials to be used in construction.

Reviewing work to be accomplished and assigning work to other staff personnel.

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 all involved personnel.

Visiting job sites under construction; administering project specifications to assure compliance with standards; prepares 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, critiquing, and approving design and material solutions for facilities improvements.

Participates in planning process for development of short and long range capital improvements.

Preparing project estimates and schedules for the Construction Crew.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS DESIRED

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 or P3.

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

Be proficient with estimating software such as Timberline.

Experience and Training

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

Experience:

Four years of experience in project development and construction or related field, with specific experience in determining the quality, cost, and schedule of construction work, including two years of experience in coordinating the work of others.

Training:

Equivalent to completion of four years of course work in architecture, engineering, planning, or related business management.

Licenses:

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

Work Environment

Climate controlled office settings with temperatures ranging from mild to moderate cold heat. Exposure noise levels from moderate to loud and occasional to frequent time periods. Part of workday may be spent in field, inspecting progress on projects.

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.

Salem-Keizer School District is an equal opportunity employer.

Position: Facilities Project Coordinator 2

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

Signature: _____

Date: _____

Print Name : _____