



COORDINATOR IV CONSTRUCTION SERVICES

DEFINITION:

Under the supervision of the Executive Director of Facilities and Construction, provides technical and administrative support services for the Construction Services Department. Provides oversight of the pre-construction and construction activities to ensure District's mission and goals are achieved for the constructing, modifying, and maintaining of school facilities. This includes development, implementation, and oversight of all pre-construction and construction activities related to new school construction, renovation of existing schools, relocatable classrooms, and other support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- Plan, organize and direct the work of the Construction Services Department
- Represents the Department at various organizations and committee meetings
- Works collaboratively with schools and other departments to support facility needs
- Prepares oral and written materials and reports from researched material, provide information and recommendations related to the Construction Services Department, including reports and presentations to the Board of Education, and conduct follow-up activities as necessary
- Prepares, reviews, and coordinates correspondence and communications, Board of Education reports, and presentations
- Coordinates work with developers working within the District
- Prepares Request for Proposals and reviews, analyzes, negotiates, and recommends contracts for professional services
- Directs, manages, and coordinates the professional services of consultants
- Direct, oversee, and participate in the development of the office work plan, assign work activities, projects and programs, monitor workflow, develop and implement policies and procedures, review and evaluate systems, methods and procedures
- Prepares Bid Documents for projects
- Develops and reviews project schedules
- Reviews and assists Facilities Planning Department with the development project budgets
- Integrates planning phase activities with construction phase activities
- Provides, evaluates and ensures compliance with all codes, ordinances, guidelines, and programs related to construction needs
- Collaborates with the Facilities Planning Department to ensure transition between design phase and construction phase
- Reviews and comments on construction schedules
- Assists in the coordination of governmental agencies
- In the absence of the Executive Director of Facilities and Construction, has responsibility for coordination and general direction of Construction Services operations (as may be assigned)
- Attend conferences and meetings for the purpose of maintaining professional knowledge, and to represent the District
- Performs related duties and responsibilities as required

QUALIFICATIONS

Knowledge of

- Principles, techniques, procedures and developments for the coordination and management of complex construction projects
- Role of facilities in support of instructional programs
- Computerized Building Information Models
- Public Contract Code requirements and procedures
- Federal requirements, State School Building Program guidelines, and local agency approval practices and procedures
- Consensus building techniques and conflict resolution strategies
- Complex plans and specifications and ability to read and understand these documents

Ability to

- Articulate and understand complex issues and facilitate effective problem-solving
- Plan and direct a large, complex operation that involves coordination and integration of multiple interrelated activities
- Develop and maintain cooperative relationships with numerous stakeholders, community members, certificated and classified staff
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Capacity to deal with and solve problems involving multiple variables
- Operate a computer, calculator, telephone, printer, and copy machine
- Apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Communicate effectively and provide information in concise and understandable verbal and written forms
- Work cooperatively and effectively with other District departments, developers, contractors, architects, attorneys, and others in the course of performing the work
- Use functional reasoning in performing influence functions such as leading, teaching, and advising
- Exercise judgment and creative problem-solving when dealing with difficult situations rather than relying on sensory and/or judgmental responses
- Deal with and solve problems involving multiple variables
- Give presentations and effectively speak in front of groups

Education, Experience, and Training

- Education equivalent to the completion of the 12th grade required
- A combination of professional training or experience equivalent to eight (8) years in construction directly related to position requirements required
- Bachelor's Degree from an accredited college or university with major coursework in construction management, architecture or a construction related engineering discipline preferred
- Ten (10) years of similar experience comparable to the requirements within this job description preferred

Means of Transportation

- Possess and maintain a valid California Driver's License (Class "C")
- Capable of traveling to various sites within a reasonable timeframe using the employee's personal vehicle

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will be required to:

- Frequently stand, walk, sit, talk, and hear
- Regularly use hand to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell
- Manual dexterity and related physical abilities to handle items
- Frequently use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Occasionally exert 25 pounds of force, to carry, push, pull, or otherwise move objects
- Ascend and descend ladders, stairs, scaffolding, and ramps

- Extended periods of time walking or standing
- Manual dexterity and related physical abilities to handle items
- Capable of traveling to various sites within a reasonable timeframe using the employee's personal vehicle

WORK ENVIRONMENT

Office

The work environment characteristics described herein 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. While performing the duties of this job, employee will encounter the following:

- Extended periods of time sitting
- Extended periods of time working on keyboard and viewing computer monitor(s)
- Noise level in this work environment is usually low

Construction Site

The work environment characteristics described herein 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. While performing the duties of this job, employee will encounter the following:

- Frequent walks through an active construction zone wearing Personal Protection Equipment which includes a hard hat, safety vest, hard sole shoes, and may require safety glasses and/or ear protection
- Frequent time working outside under varying weather conditions including wet and humid conditions, extreme cold and extreme heat
- Frequent walks alongside moving mechanical parts, equipment, and machinery
- Frequent exposure to fumes or airborne particles, toxic and caustic chemicals
- Frequent risk of electrical shock, and vibration
- Occasional work near explosive materials and radiation
- Noise level is very loud

New Job Description 1/29/2024