



TITLE: Coordinator, Building & Equipment Maintenance

CLASSIFICATION: Classified

SALARY GRADE: Q

JOB DESCRIPTION:

Under general direction, performs building and equipment maintenance functions related to the District's projects; oversees and coordinates the work of contractors, subcontractors, design professionals, consultants and engineers in collaboration with Facilities staff to plan, develop, design and construct District projects.

SCOPE:

The Coordinator serves as the liaison between the District and contractors, subcontractors, design professionals, consultants and engineers during planning, design, construction and post-occupancy evaluation phases of projects; monitors projects being planned, designed and constructed according to District specifications.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Participates in the development of project plans, designs, and budgets.
2. Provides onsite coordination of construction activities including remodel, renovation, and new construction.
3. Coordinates the services of engineers, contractors, and inspectors during project planning.
4. Maintains records for projects; assists in providing project information to contractors; coordinates project inspection staff; monitors construction costs; recommends approvals of invoice payments based on completion of work.
5. Assists with pre-bid job site visits, pre-construction and progress meetings; tracks work in progress including timelines, completeness, and impact on worksite operations.
6. Assists in building commissioning and close out phases and in post occupancy review of projects.
7. Promotes and enforces safe working conditions and learning environments for students, employees, contractors, and consultants.
8. Serves as a lead worker to other classified staff in assigned area.

KNOWLEDGE OF:

Construction, bid documents, and contracts; Federal, State, and local procedures, regulations, policies, and laws pertaining to construction; strategic planning; budget development; standard office productivity software.

Preferred additional knowledge: technical training in areas relevant to the maintenance of building systems.

ABILITY TO:

Perform project research; organize and prioritize workloads; make decisions independently and solve issues provide effective customer service; communicate effectively, orally and in writing; maintain cooperative working relationships; demonstrate sensitivity to, and respect, for a diverse population

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Graduation from High School, supplemented by completion of a Union, private (in-house), military, or trade school apprenticeship program that includes theory and on-the-job work.

EXPERIENCE:

Significant (5 years of full-time equivalent) journey-level experience in one or more of the construction trades (such as carpentry, electrical, mechanical, heating and plumbing), including experience directing the work of others. Previous (less than one year of full-time equivalent) work in an educational setting preferred.