

**TITLE: Coordinator, Facilities Projects & Maintenance**

**CLASSIFICATION: Classified**

**SALARY GRADE: C14**

**SCOPE OF POSITION:**

Under general direction, performs building and equipment maintenance functions related to the District's smaller-scale facilities projects; in coordination with Capital Projects, serves as a liaison to contractors, subcontractors, design professionals, consultants and engineers and coordinates the work of Facilities staff to plan, develop, design and construct District projects. Oversees deferred maintenance of new and existing facilities. Serves as a lead worker to other classified employees in the area.

**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 remodels, renovations, 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. Collaborates with Capital Projects to ensure safe working conditions and learning environments for students, employees, contractors, and consultants.
8. Serves as a lead worker to other classified employees in assigned area.

**KNOWLEDGE OF:**

1. Construction project planning, bid documents, and contracts.
2. Applicable building and safety code requirements, including safety precautions to be observed in the maintenance and installation of electronic and mechanical equipment.
3. Relevant local, state and federal procedures, regulations, policies, and laws pertaining to construction.
4. Budget development processes.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

## **TITLE: Coordinator, Facilities Projects & Maintenance**

### **ABILITY TO:**

1. Follow technical plans, drawings, or documents.
2. Collaborate productively and cooperatively with individuals and groups, both internally and/or externally.
3. Communicate effectively, both orally and in writing.
4. Exercise appropriate judgement in interactions with others and with work processes.
5. Interact with the public in a helpful, courteous and professional manner.
6. 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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

High school diploma or GED, and completion of an apprenticeship program required.

### **EXPERIENCE:**

- 4+ years of journey-level experience in one or more of the construction trades (such as carpentry, electrical, mechanical, heating and plumbing)
- Experience leading the work of others required.

### **OTHER REQUIREMENTS:**

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking.
- Must be able to safely use manual tools and power equipment common in the construction trades.
- Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards.
- Occasionally required to work under inclement weather conditions.
- Must be able to work safely in an environment containing cleaning materials using personal protective safety measures.
- Ability to obtain or complete forklifts, pesticides, asbestos, and blood borne pathogens training certificates and back safety classes.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*