

BERRYESSA UNION SCHOOL DISTRICT POSITION DESCRIPTION

Job Title: **Project Coordinator**

Job Purpose Statement/s:

Under the direction of the District's Project Manager, assists the Project Manager in coordinating the district's facilities modernization plan, bond, and new construction program. Assists in the coordination, planning, and implementation of the district's facilities modernization projects, ensuring consistency with established facilities and maintenance standards; recommends priorities for renovation and reconstruction; works collaboratively with operations staff, school staff, district staff, architects, facilities personnel and community in the development and implementation of the plan. Assists in monitoring the progress of construction projects and ensures timely completion of such projects.

Essential Job Functions:

- Coordinates and conducts planning meetings with site staff, district staff, architects, facilities personnel and community. Recommends priorities for facilities renovation and reconstruction;
- Monitors progress of assigned construction projects, daily and long term, and assists in supervision of building inspectors. Assists Project Manager in coordinating all outside contractors working on district sites. Represents district at construction planning meeting with contractors and architects. As necessary, meets with architects and other facilities consultants to coordinate future project planning. Reviews change order requests from architects for acceptability and recommendation for payment. Reviews construction schedules and ensures timely completion of such projects. Makes field observations and recommends action items on construction issues as necessary;
- Assists Project Manager in all meetings and communication with principals, staff and community members on all construction related issues (i.e. scope of work, safety, scheduling, etc.). Makes recommendations on construction phasing schedule, including all related moves of students, staff and materials;
- Assists Project Manager in coordinating with district vendors for interim housing, security, fire alarm installation, and other logistical needs as part of the modernization/construction project;
- Prepares daily observation logs on all assigned projects;
- Performs other duties as assigned by the Project Manager

Position Description—Project Coordinator

Representative Duties:

Pre-Construction

- Understand construction cost estimating and control;
- Know methods of construction schedule controls;
- Contribute technical understanding to value engineering;
- Evaluate construction documents for completeness, accuracy and provision for proper coordination between disciplines and work schedules;
- Assist with the evaluation of bids and negotiation of contracts

Construction

Assume day-to-day responsibility for all assigned projects during construction:

- Observe construction for quality and completeness (defects/deficiencies in work, work not complying with contract documents) and enter observations in a daily written log and capture all findings via memorandum to Project Manager;
- Participate in project coordination meetings with architects, contractors, inspectors, and district representatives;
- Coordinate on-site logistics with contractors such as: communication procedures, temporary utilities, testing and inspection, permits, etc.;
- Assists in evaluating application for payment requests from contractors;
- Coordinate requests for information between contractors, architects, district;
- Make recommendations on work schedules and withholding payment for cause, etc.;
- Assists in evaluating the costs and needs of change orders and assist with the negotiation of costs and time extensions;
- Write periodic progress reports on % of completion, staging and on-site issues, payments, etc., establishing basis for monthly progress payments to contractor, on assigned schools

Post-Construction

Provide assistance to the Project Manager to include:

- Coordination of move-in and collect record documents and O & M manuals, as-built drawings and manuals
- Coordinate training for maintenance and operations
- Contribute to final project report – summarize for historical purposes and items that are not self-explanatory

Job Requirements – Qualifications

Education and Experience Required:

- Graduation from high school with equivalent experience required. Additional college courses or Bachelor's degree, major in architecture, construction management, civil engineering, or related field desirable;

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- Five (5) years of professional management experience in facilities planning and construction projects. Experience in school facilities and modernization projects are preferred. General contractor's license or experience is desirable;

Skills, Knowledge and/or Abilities Required:

- Demonstrated ability to negotiate within established guidelines with contractors, vendors, city, county and other government agencies;
- Knowledge of construction management methods;
- Knowledge of architectural methods and techniques;
- Interpersonal skills using tact, patience and courtesy;
- Mobility to stand, stoop, reach and bend; mobility of arms to reach and dexterity of hands to grasp and manipulate small objects; stand for long periods; walk long distances; lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job; work in inclement weather without effective protection from sun, cold and rain; inside and outside environmental conditions; use personal vehicle in the course of employment.

Licenses, Certifications, Bonding, and/or Testing Required:

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Valid Tuberculosis Clearance
- Certification as a State Building and Portable Inspector, preferable
- Valid First Aid Certificate
- Posses and maintain a professional license in an associated engineering and/or construction management field, preferable

Reports to: Director, School Facilities

Evaluated by: Director, School Facilities

Work Year: 225 Days

Salary Placement: Classified Management Salary Schedule

Evaluation: Performance of this position will be evaluated in accordance with the administrative evaluation process.

Board Approved: March 9, 2004