

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	School Facilities Construction Coordinator	REPORTS TO:	Director I, Facilities Development - Planning and Design / Construction
DEPARTMENT:	Facilities Development	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	November 5, 1996	SALARY:	Management Salary Schedule Tier IV, Range G
ADMINISTRATIVE REVIEW:	March 8, 2004		

SUMMARY DEFINITION:

Under the direction of a Director I, Facilities Development - Planning and Design / Construction, the School Facilities Construction Coordinator is responsible for coordinating all activities related to new construction, modernization, relocation of school facilities, and life cycle replacement of District facilities and building systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Maintain and keep current all codes and documents referenced in plans and specifications. **E**

Develop a comprehensive inventory of all the District's building systems and make recommendations for short and long range life cycle replacement programs. **E**

Act under the direction of a Director I, Facilities Development - Planning and Design / Construction, on the advice of the Architect in matters pertaining to interpretation of the contract documents and administration of the construction contract. **E**

Provide personal and continuous inspection of the construction work in all stages of construction to ensure requirements of the approved plans and specifications are being completely executed. **E**

Use professional judgment and experience to select the times and places of inspection of construction projects to best protect the District's interests. **E**

Make all required reports and notifications to the Office of State Architect as listed in Sections 37, 38, and 39 of Title 21. **E**

Coordinate the work of independently-contracted inspectors needed because of construction volume or specialized inspection skills. **E**

Monitor compliance of contractors with labor and safety codes, standards, and equal employment opportunity laws and guidelines. **E**

Notify commissioned architects, engineers, and appropriate administrative officials of any material or workmanship which does not meet specifications. **E**

Operate a personal computer. **E**

Prepare budgets, correspondence, and reports. **E**

Participate in decision-making meetings. **E**

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Work directly with federal, state, and local agencies. **E**

Work directly with general contractors and District and state inspectors. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to: B.A. or B.S. in Engineering, Architecture, Construction Management, or a related field, preferably with emphasis on school or public projects. Extensive and progressively responsible experience in general construction or related fields, including management and/or supervisory experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state, and local laws, regulations, and procedures used for school construction.

Methods, materials, tools, and terminology used in the building trades and construction of schools.

Planning and organizing construction projects.

Building construction methods and materials.

Graphics and blueprint reading.

Preparation of cost estimates and specifications.

Project management.

Computers, spreadsheets and word processing programs, including software applications related to construction management.

Report writing and record-keeping techniques.

Verbal and written communication skills.

Data collection, analytical methods and procedures.

ABILITY TO:

Meet District standards of professional attitude as outlined in Board Policy E-4319.21, Code of Ethics for Management and Confidential Employees.

Analyze complicated problems involving people, materials and schedules, and develop and implement appropriate action plans to solve those problems.

Prepare and present complete and accurate written and verbal reports.

Assist in determining priorities; supervise, plan, and simultaneously coordinate a variety of projects.

Maintain current knowledge of State of California Education Code, building codes, OSHA regulations, and other construction rules, regulations, and procedures.

Work cooperatively and communicate effectively.

Establish and maintain cooperative and effective working relationships with District staff and others contacted in the course of work.

Work independently with little direction.

Give and receive oral and written instructions using proper English.

WORKING CONDITIONS:

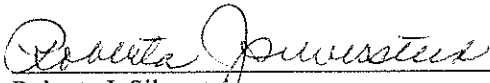
ENVIRONMENT:

Indoor and outdoor working environment; driving a vehicle to conduct work; constant interruptions; seasonal heat and cold or adverse weather conditions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; seeing to read drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information and make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights.

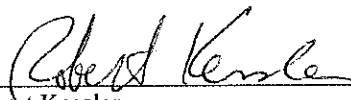
ADMINISTRATIVE REVIEW:



Roberta J. Silverstein
Assistant Superintendent, Human Resources

3/9/04

Date



Robert Kessler
Superintendent

3/16/04

Date