

## FACILITIES SERVICES COORDINATOR

### DEFINITION

Assists in planning, coordinating, processing, and expediting projects relative to the construction, modernization, and repair of schools, administrative buildings, and other facilities.

### TYPICAL DUTIES

Performs liaison duties among District schools and offices, involved in Facilities construction, repair, and modernization projects and/or the acquisition, installation, or repair and service of equipment.

Provides technical support to construction management staff.

Assists technical staff in analyzing and checking change orders and requests for alterations in construction plans and specifications to determine the merit and validity of changes and estimated costs.

Logs and tracks change orders/claims in Primavera Expedition or COLIN (consolidated online information nexus).

Advises District personnel on most appropriate equipment purchases, lay-out plans, and resolves problems related to equipment, replacement, and delivery.

Conducts field checks on construction, modernization, and repair projects to determine compliance with job specifications, plans, established District standards, and federal policies.

Provides support to construction management staff on project closeout and certification efforts including design and construction coordination, packaging submittals, monitoring and reporting financial and administrative closeout activities, and tracking Division of the State Architect approvals.

Prepares reports including correspondence, and guidelines related to project file maintenance and document control.

Tracks project schedules and provides progress updates to site administrators and senior management to ensure coordination in timelines and construction schedules.

Assists construction managers in establishing project priority lists that include annual and long range programs for various construction projects, including the repair and modernization of existing schools and equipment.

Coordinates with architects for timely and accurate responses to requests for information.

Assists construction management staff in the maintenance and distribution of current contract plans and specifications.

Coordinates inspection and testing services and organizes meetings between site administrators and school personnel.

Provides support in the development of standards and specifications for use on assigned projects.

Processes requisitions related to services and equipment.

Coordinates the delivery and installation of equipment.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Services Coordinator performs work related to the planning, coordination, and expediting of District construction projects from pre-construction to post-construction and close out.

An Assistant Project Manager assists a Facilities Project Manager to plan, schedule, coordinate, develop, and apply standards for housing of schools and other units; or manage and coordinate school construction, and modernization, or deferred maintenance projects.

A Relocatable Housing Coordinator assists in the implementation of the interim housing program and provides coordination among District personnel, building manufacturers, architects, and contractors.

## SUPERVISION

General supervision is received from higher-level facilities personnel. Positions in this class may provide technical direction over lower-level Facilities personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Procedures and policies involved in the completion of construction projects
- Standard practices followed in the placement and installation of equipment in District schools and buildings
- Safety regulations, relating to construction projects
- Building construction practices and sequence of operations
- Organizational structure of various offices in the Facilities Services Division and the District
- Budget terminology and funding sources for specific construction projects
- Contract and purchasing procedures involving services and equipment
- Standard practices in interior design, space planning, and relocation/planning management
- Close-out procedures in construction
- Project budget analysis
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook

### Ability to:

- Plan, schedule, coordinate, and expedite processes for a variety of construction projects with District operating units, administrators, contractors, and vendors
- Organize and prioritize projects
- Analyze data and prepare clear, concise reports
- Read construction plans and specifications
- Estimate labor and material costs
- Use Microsoft operating systems and word processing, database and spreadsheet software
- Communicate effectively, both orally and in writing

## ENTRANCE QUALIFICATIONS

### Education

Completion of 60 semester units or 90 quarter units from a recognized college or university preferably including courses in mechanical, civil, or electrical engineering; interior design; architecture; business management; or, construction management. Additional qualifying experience may be substituted for the required education on a year-for-year basis, provided that graduation from high school or evidence of equivalent educational proficiency is met.

### Experience:

Three years of experience coordinating, analyzing, planning, or reporting on construction or repair and modernization projects or programs. A bachelor's degree preferably in architecture, engineering, construction, business administration, or interior design may be substituted for up to two years of the required experience.

Special:

A valid driver's license to legally operate a motor vehicle in the state of California  
Use of an automobile.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
06-16-2022  
JPK2