

DUBLIN UNIFIED SCHOOL DISTRICT
Construction Project Coordinator

General Description

Under the general supervision of the Project Manager, plan, organize and monitor the activities and operations of the Facilities and New Construction Department; coordinate and develop assigned construction, reconstruction, alteration, relocation and other capital outlay projects; provide guidance and supervision of assigned personnel and contractors.

Essential Functions

- Plan, organize and monitor the activities and operations of assigned construction projects; ensure construction projects comply with the established rules and regulations, construction project drawings and project specifications.
- Coordinate and develop construction, reconstruction, alteration, relocation and other capital outlay projects from planning and design through occupancy; review program requests, review plans; inspect construction projects, conduct investigations and provide recommendations concerning planning, design and construction; provide recommendations for order changes, design modifications and contract administration as appropriate; maintain regular communication with staff for the purpose of construction project status.
- Provide training as needed, guidance and supervision to assigned personnel.
- Provide technical expertise, information and assistance to the Director of Facilities & New Construction or Project Manager regarding construction activities. Participate in the formulation and development of policies, procedures and programs as requested.
- Prepare and maintain a variety of reports, records and files related to engineering and construction issues, assigned activities and personnel.
- Oversee and recommend payments to contractors or outside organizations according to established guidelines and procedures.
- Operate a computer and assigned software programs; operate other office equipment as assigned; operate a motor vehicle to conduct work.
- Attend and conduct a variety of meetings as assigned; prepare and perform oral presentations concerning proposed and ongoing construction program activities for public groups and government officials as required.
- Perform related duties as assigned.

Other Functions

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Perform other duties as assigned that support the overall objectives of the position.
- Night, evening and weekend work may be required.

Qualifications: Skills, Knowledge and Abilities

SKILLS are required to ensure effective construction management. Skills required to satisfactorily perform the functions of the job include: operate a computer and assigned software programs; operate other office equipment as assigned; plans reading; knowledge and interpretation of applicable codes; operate a motor vehicle to conduct work; interpersonal skills demonstrating tact, patience and courtesy; effective oral and written communication skills.

KNOWLEDGE of the following is required to perform the functions of the position: planning and organizing construction projects and activities; methods, materials, tools and terminology used in construction; cost estimates and specifications; budget preparation and control; principles and practices of supervision and training; applicable laws, codes, ordinances, regulations, policies and procedures related to school construction and safety; operation of a computer, assigned software and office equipment; and operation of construction equipment.

ABILITIES are required to perform all of the essential functions of the position with minimum supervision and direction as follows: coordinate, organize, develop and monitor construction, reconstruction, alteration, relocation and other capital outlay projects; train and supervise the performance of assigned personnel; interpret construction specifications, architectural drawings, diagrams and schematics; communicate effectively both orally and in writing; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and implement an effective course of action; meet schedules, timelines and budgets; plan and organize work;

prepare and maintain comprehensive reports; maintain consistent, punctual and regular attendance; hear and speak to exchange information and deliver presentations; move hands and fingers to operate a computer keyboard; see to read a variety of materials; accommodate regular interruptions; lift a ladder or tools; climb a ladder and access trenches.

Responsibility

Responsibilities include: working with minimum supervision using standardized practices and/or methods, and working with others. Utilization and coordination of resources from other work units is often required to perform the job's functions.

Working Environment

Working environment includes indoor and outdoor conditions with seasonal heat, cold or adverse weather. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, climbing and/or crawling, standing, and walking (70%); the ability to lift up to 50 lbs, and sitting (30%).

Experience

Four (4) years experience in construction work performing technical duties.

Education

Any combination equivalent to: bachelor's degree in construction or a related field and four years experience at a technical level in construction or a closely related activity.

Required Testing

Pre-employment Proficiency Test

Licenses and Certificates

Requires a valid California driver's license and personal vehicle for job-related travel.

Clearances

Criminal fingerprint/background clearance (FBI and DOJ) and TB clearance

Salary Range

Classified Salary Schedule B
Range W (5 steps) (7-1-07)

Work Year

260 days/12 months
(243 work days/17 paid holidays)

Board Approved 11/13/07