

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Building Systems Project Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Planning and Construction	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	064 OTBS
ISSUED:	April 27, 2010		

BASIC FUNCTION:

Lead, coordinate, plan, and monitor the work of staff and contractors to install school building systems projects; prepare plans and specifications for all design work to ensure compliance with district policies, regulatory requirements, and school bond contracts and requirements for the public construction bidding process.

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

E = Essential Functions

Lead, coordinate, plan, and monitor the work of staff, consultants, and contractors for building systems related projects. **E**

Develop procedures for implementing district standards for building systems. **E**

Coordinate development of project documents including scope, costing, specifications, design guides, and schematics for building systems. **E**

Coordinate development of project budgets and schedules. **E**

Coordinate the preparation of project implementation plans for building systems projects. **E**

Monitor and manage performance of vendors, contractors, and system integrators to ensure conformity with contract documents and predefined project objectives including budget, schedule, and scope. **E**

Ensure compliance with federal, state, local, and district standards and codes as applicable to specific building systems projects. **E**

Enforce contractor's compliance with the terms and conditions of contract documents. **E**

Schedule and conduct project meetings as needed for specific building systems projects. **E**

Provide periodic reports to demonstrate progress of project and to clarify issues. **E**

Represent district in negotiating changes in project scope, schedule, and price for building systems. **E**

Communicate with site administrators and other district departments and community groups as needed for building systems or engineering intensive projects. **E**

Coordinate quality control and commissioning of engineering systems. **E**

Coordinate collection and preservation of project documents including as-built drawings. **E**

Coordinate post-project warranty work and building systems service plans. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in engineering, technical or science field, and eight years of progressively responsible experience in the implementation of building systems.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California drivers license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable federal, state and local codes for public building projects.
- Computer applications including Word, Excel, and Project.
- Technical aspects of field of specialty.
- Reading and writing English communication skills.

ABILITY TO:

- Lead, coordinate, monitor, and schedule the work of staff and consultants for system integration programs and modernization projects.
- Monitor large and complex building systems related projects/programs.
- Operate standard office equipment including microcomputers and related software applications.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor settings.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Note: An incumbent in the job class of Senior Building Systems Project Manager will be promoted to the next higher job class of Building Systems Project Coordinator upon certification by the department head and approval by the division head that the incumbent meets the minimum qualifications listed on the current class description of the higher job class and is regularly performing a majority of the higher level duties.

Job Code 6602

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