

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Facilities Development Project Coordinator	<b>REPORTS TO:</b>	Project Management Supervisor
<b>DEPARTMENT:</b>	Facilities Planning and Construction	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	064 OTBS
<b>REVISED:</b>	May 7, 2010		

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**BASIC FUNCTION:**

Lead, coordinate, monitor, and schedule the work of staff and consultants for school building programs and modernization projects and in the preparation of plans, specifications, and calculations for all design work to ensure compliance with district policies and school bond contracts and requirements for the public construction bidding and subsequent project construction administration 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 is intended to accurately reflect the principal job elements.)**

**E = Essential Functions**

Lead, coordinate, monitor, and schedule the work of staff and consultants for school building programs and modernization projects and in the preparation of plans, specifications, and calculations for all design work to ensure compliance with district policies and school bond contracts and requirements for the public construction bidding process. **E**

Develop and implement new school buildings and modernization projects within specified budgets and timelines with minimum negative impact to school operations. **E**

Establish, implement, maintain, and monitor due diligence, pre-planning, design, bidding and construction budgets, scope and schedules for bond funded school modernization and new construction projects. **E**

Review and evaluate requests from administrators, contractors, or architects for change in project scope/contract documents and calculate cost of change. **E**

Develop policies and procedures for managing school modernization and new construction projects. **E**

Identify, research, and recommend strategies, innovative methods, materials, and products to reduce costs, increase efficiency, expedite implementation, and improve quality. **E**

Identify, investigate, and report scope, schedule, and budget problems; prepare and implement recovery strategies. **E**

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

Provide periodic status reports and conduct regular meetings to demonstrate progress of project and to clarify issues. **E**

Represent district in project administration by reviewing contractor schedule, negotiating changes in project scope, schedule, and costing control of projects. **E**

Coordinate quality control, commissioning, and post-closeout. **E**

Maintain liaison between district and outside architectural, engineering and landscape firms, contract consultants, community groups, and other local, state, and federal agencies. **E**

Coordinate consultant and vendor selections and monitor preparation of consultant contracts. **E**

Monitor budgets and coordinate and monitor contract amendments, change orders, project scope, and cost accountability; resolve design and construction related problems. **E**

Coordinate the preparation, completion, and update of records, drawings, specifications, and related documents for construction. **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 architecture, building engineering, or related field and eight years of progressively responsible experience in architecture or engineering with an emphasis on building construction.

**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 Aided Drafting Design (CADD) software and 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 school building programs and modernization projects

Develop and implement large and complex architectural projects.

Direct large, complex, and politically sensitive construction projects/programs.

Lead the work of assigned staff.

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.

**DISTINGUISHING CHARACTERISTICS:**

Facilities Development Project Coordinator is distinguished from the lower level Senior Facilities Development Project Manager in that the coordinator level can be held accountable for comprehensive construction administration.

**Note:** An incumbent in the job class of Senior Facilities Development Project Manager may be promoted to the next higher job class of Facilities Development 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.

**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.

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