

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Planned Projects Program Coordinator (Construction)	REPORTS TO:	Construction Projects Program Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	061 OSS
REVISED:	June 3, 2003		

BASIC FUNCTION:

Plan, organize, and coordinate planned construction projects and lead the work of assigned staff.

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, plan, organize, assign, schedule, and participate in the execution of planned projects. **E**

Coordinate the work of construction crew leaders, journey-level craft workers, skilled and semi-skilled workers, laborers, and support staff in the construction, modification, demolition, improvement, and repair of buildings, structures, mechanical systems, utility systems, drainage systems, grounds, and paved areas. **E**

Determine work methods to be used and the equipment and contractor support needed for assigned projects. **E**

Inspect completed work for compliance with applicable codes and standards. **E**

Organize and prioritize routine, emergency, and urgent job order requests. **E**

Interpret and implement policies and procedures for the department and program. **E**

Review and resolve issues related to the assigned program. **E**

Coordinate projects with work site staff and other department and district staff. **E**

Develop and implement work practices and procedures for identifying, reporting, repairing, and inspecting defects and/or deficiencies at district facilities. **E**

Participate in the development of budgets as assigned. **E**

Maintain a variety of records on labor, tools, materials, equipment, and rolling stock. **E**

Schedule maintenance work to minimize disruption to classroom activities. **E**

Respond to after-hours emergency calls for service. **E**

Implement and enforce safety regulations and practices; conduct safety and training meetings. **E**

Attend training seminars and courses to remain current in leadership skills and latest techniques and technology of the construction/maintenance industry. **E**

Drive a van, pickup, or other utility vehicle and occasionally may be required to operate light or heavy equipment. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, full-time, paid journey-level experience in the building trades, including training or experience in project management and scheduling.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license appropriate to the type of equipment and/or vehicle operated.

Availability of private transportation (mileage expense allowance provided).

Note: Incumbents in this job class may be required to have available and operate a personal vehicle capable of hauling heavy and/or bulky materials as defined in Administrative Procedure 2510. (Transportation expense and vehicle allowance provided.)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Safety methods and practices.

Current laws and codes applicable to the assigned responsibilities.

Computerized maintenance management systems.

Variety of tools, equipment, materials, and methods common to construction trades.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Coordinate, schedule, and sequence multi-craft projects.

Analyze data and make recommendations for improvement.

Estimate labor and material costs.

Design sketches and layouts and interpret plans and specifications.

Communicate effectively with site administrators and other staff, vendors, outside agencies and the public.

Provide leadership, training, and direction to assigned staff.

Schedule and track projects.

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 and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting or maintenance sites.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule including driving and/or heavy physical exertion; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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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