

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Planned Projects Program Coordinator (Planning)	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Maintenance and Operations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	061 OSS
REVISED:	July 10, 2009		

BASIC FUNCTION:

Plan, organize and coordinate planned maintenance projects; administer the state deferred maintenance program; 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

Develop and maintain computerized scheduling, estimating, and material tracking systems for use in managing the planned projects workload. **E**

Establish and maintain a master schedule of planned projects. **E**

Analyze data and prepare appropriate management reports. **E**

Develop, analyze, and submit a variety of financial and management reports on labor and materials for deferred maintenance and other major projects. **E**

Coordinate portable building moves, including utilities connections and site development. **E**

Visit sites to assess work to be completed or in progress and perform inspection and job cost estimates of construction projects. **E**

Conduct site surveys to determine deferred maintenance needs and priorities. **E**

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

Coordinate the review of all construction plans and specifications, job plans, estimates, and bills for materials for accuracy, practicality of construction, and compliance with department interests. **E**

Contact appropriate government agency staff regarding maintenance and operations business issues. **E**

Meet with contractors and vendors to acquire, plan, and coordinate emergency, urgent or other services and to reconcile problems. **E**

Administer the contracted maintenance and minor construction services. **E**

Act as liaison to all levels of staff within and outside the department and with the public as necessary. **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 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**

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

Implement and enforce safety regulations and practices. **E**

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:

A combination of training, experience, and/or education equivalent to three years of recent, full-time, paid, progressively responsible experience in planning, estimating, and inspecting maintenance work or three years of recent, full-time, paid, progressively responsible experience in planning, tracking, and implementing multi-trade maintenance programs with a computerized maintenance management system.

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.
Communicate effectively with site administrators, architects, engineers 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.

Issued 10/93
Job Code 8004
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