SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

**TITLE:** Safety and Security
Senior Coordinator

**REPORTS TO:** Assigned Supervisor

**DEPARTMENT:** Physical Plant Operations

**CLASSIFICATION:** Classified

**FLSA:** Exempt

**SALARY GRADE:** 063

**ISSUED:** June 28, 2011

**BASIC FUNCTION:**
Plan, prioritize, coordinate, and schedule planned maintenance and construction projects; analyze and organize Physical Plant Operations (PPO) resources ensuring facility safety and security, availability of staff, equipment, and vehicles meet project/activity schedule and budget.

**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**

Plan, organize, schedule, assign, and assess the execution of planned maintenance and construction projects. E

Coordinate and exchange real-time budget, schedule, and staff information including modifications of work priorities with the Maintenance Planning Senior Coordinator. E

Lead and direct the work of Planner/Estimator/Inspectors, 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, low voltage systems, mechanical systems, and utility systems, focusing on safety and security systems. E

Establish priorities and assist Maintenance Services Supervisors with schedule development for all construction programs and major maintenance, repair, and construction projects within PPO. E

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

Conduct project audits and reviews. E

Plan, develop, and oversee inspection and completion of construction projects. E

Conduct constructability reviews of projects originating from Support Services and Facilities Planning and Construction (FPC). E
Oversee resource loading of all maintenance and construction activity, including developing and implementing construction projects.

Provide input for district maintenance and construction standards manual.

Assist in developing maintenance and construction department budget, including assigned responsibilities for labor, materials, tools, equipment, and rolling stock.

Assist in preparing a variety of reports with data, analysis, and recommendations to management on quality, responsiveness and cost-effectiveness.

Review and resolve issues related to the construction unit.

Support maintaining computerized maintenance management software (TMA) for PPO.

Maintain a variety of records.

Select and train new employees.

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, organizing, and coordinating planned maintenance and/or construction projects focused on safety and security of facilities including alarms and monitoring systems, locks and locking systems, and related items, and leading the work of others. A college degree with coursework in directing/leading and training of personnel is preferred.

**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).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
State-of-the-art methods, equipment, materials, and practices used in construction and maintenance trades, and safety and security of facilities.
The relationships between building trades.
Applicable building codes.
Pertinent safety regulations.
Computerized maintenance management software (TMA).
Reading and writing English communication skills.

**ABILITY TO:**
Lead and direct the work of assigned staff.
Analyze data and make recommendations for improvement.
Detect construction deviations such as inferior materials or workmanship.
Prepare shop drawings and specifications.
Read, understand, and interpret engineering drawings and specifications.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Estimate labor and material costs.
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.
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 and outdoor setting; construction sites; driving a vehicle to conduct work.

**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, and climbing ladders, stairs, and scaffolding to make inspections; lifting light objects.

Job Code 8017
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