

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Project Coordinator Facilities/construction

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate the district's construction projects. The position is responsible for contract administration; construction project management, principles and techniques; reviewing construction documents, plans and specifications; maintaining construction practices, methods, materials, applications and standards; utilizing computer applications and construction related software; communicating effectively including speaking in public, composing business letters and conducting business in an appropriate professional business manner; resolving conflict through effective communication; reading and interpreting drawings and construction specifications; exhibiting a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community; demonstrating the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary; and effectively and cooperatively works with others.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Monitors compliance to contract documents by contractor and architect.

Consults with commissioned architects and engineers in the design of new buildings and renovations to ensure compliance with District regulations and SREF rules.

Reviews all assigned project pay requests and all change order requests and recommend action to the Facilities Planner.

Prepares progress reports on all new construction, renovations and remodeling projects.

Attends and represents the district at construction job meetings and keeps minutes. Makes frequent visits to job sites for first-hand visual inspections and conferencing.

Monitors construction schedules to ensure timely construction completion.

Assists in research/clarification and resolution of issues and problems. Prepares all required reports and maintains all appropriate records.

Performs appropriate and related duties to represent and protect the interests of the school district in construction projects administration. Investigates reports of faulty workmanship or materials on construction and takes appropriate action under the terms of the contract or guarantee.

Coordinates construction activities to minimize interference with school and facility operations.

Assures compliance with any district established quality control programs for construction.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and

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activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions or solutions.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of projects, authorizing expenditures of large amounts of money, supervising the purchasing of high-value materials, supplies and equipment.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

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Makes decisions with very serious impact – affects entire organization and the general public; probability of loss of life and/or damage are likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a bachelor's degree in construction management, architecture, engineering, planning, business management or related field or a High School Diploma with ten (10) years of experience in construction management and supervision, architecture, engineering, planning, business management or related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Appropriate State of Florida professional certification as required and applicable.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires ten (10) years of verified experience in construction project management and/or supervision and contract administration experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

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“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires medium work involving standing or walking some of the time, exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position may be exposed to bright/dim lights, dust or pollen, traffic, or construction hazards during site visits.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Facilities Planner

Supervises:

Affiliated District Clerical Staff
Contracted Services Architects
Contracted Services Engineers
Contracted Services Contractors
Contracted Services Construction Managers

PAY GRADE: From: 133.A01 To: 133.O03
Number of Months: 12 Number of Days: 254 Hours: 8
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Board Approved 11/22/16