



## COORDINATOR IV CONSTRUCTION SERVICES

### **DEFINITION:**

Under the supervision of the Executive Director of Facilities and Construction, provides technical and administrative support services for the Construction Services Department. Provides oversight of the pre construction and construction activities to ensure District's mission and goals are achieved for the constructing, modifying, and maintaining of school facilities. This includes development, implementation, and oversight of all pre-construction and construction activities related to new school construction, renovation of existing schools, relocatable classrooms, and other support activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Represents the Department at various organizations and committee meetings
- Works collaboratively with schools and other departments to support facility needs
- Prepares oral and written materials and reports from researched material, provides recommendations related to the Construction Services Department, including reports to the Board of Education, and conduct follow up activities as necessary
- Prepares, reviews, and coordinates correspondence and communications, Board presentations
- Coordinates work with developers working within the District
- Prepares Request for Proposals and reviews, analyzes, negotiates, and recommends professional services
- Directs, manages, and coordinates the professional services of consultants
- Direct, oversee, and participate in the development of the office work plan, assign tasks and programs, monitor workflow, develop and implement policies and procedures, systems, methods and procedures
- Prepares Bid Documents for projects
- Develops and reviews project schedules
- Reviews and assists Facilities Planning Department with the development project
- Integrates planning phase activities with construction phase activities
- Provides, evaluates and ensures compliance with all codes, ordinances, guidelines and construction needs
- Collaborates with the Facilities Planning Department to ensure transition between projects
- Performs related duties

## QUALIFICATIONS

### Knowledge of

Principles, techniques, procedures and developments for the coordination and management of complex construction projects

Role of facilities in support of instructional programs

Computerized Building Information Models

Public Contract Code requirements and procedures

Federal requirements, State School Building Program guidelines, (ne)4 (s)-1.8 (,)-6.8 ( (ne)4 (sc MClo (hoo)-1(s)-1.8 ()-1

Extended periods of time walking or standing

Manual dexterity and related physical abilities to handle items

Capable of traveling to various sites within a reasonable timeframe using the employee's personal vehicle

## **WORK ENVIRONMENT**

Office

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.