

COORDINATOR, FACILITIES PLANNING & CONSTRUCTION**DEFINITION:**

Under the direction of the Director of Business Services, supervises the Facilities Planning & Construction Department, provides technical and administrative support services in connection with school site improvements, modifications of facilities, and new construction projects, including approval of plans, construction and installation of related equipment and facilities. The Coordinator, Facilities Planning & Construction is also responsible for updating the Master Plan, and coordinates and administers facilities planning activities related to new school construction, renovation of existing schools, relocatable classrooms, and performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for all phases of school construction and planning, including recommendations for preparation of plans, selection of architect, and budget planning, including collection and disbursement of developer fees;
- Prepare original and amended applications and documentation for construction and renovation projects.
- Coordinate planning of modifications/additions to new construction, modernization, relocatable classroom program, and deferred maintenance.
- Assist in managing construction projects; oversee appropriate documentation and materials from implementations to completion.
- Advise and counsel district administrators on laws relating to planning, construction, and maintenance services.
- Prepare oral and written materials and reports from researched material, providing information and recommendations relative to the Facilities Planning and Construction Department, prepare reports, agenda items and other documentation in accord with Board policies and the regulations and procedures of the State Allocation Board, the State Department of Education, Office of Public School Construction and Division of State Architect and conduct follow-up activities as necessary for facilities planning/projects.
- Serve as liaison between the District, and the Department of Education and various government officials, integrate services of developers, architects, contractors legal counsel, and technical and financial consultant representatives as they affect facilities planning/construction activities and ensure that services are being adequately provided.
- Represent the Department at various organizations and committee meetings.
- Negotiate, review, and analyze contracts for professional services and real property.
- Utilize a variety of advisory data information including budgets, architectural/construction plans and specifications, State/City general plan and zoning ordinances, federal and state environmental guidelines, and boundary maps.
- Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives.
- Use student enrollment projections to establish eligibility to participate in the State School Construction Program.
- Prepare analysis and projections of facilities needs including results achieved in relation to annual and long-term facility plans.
- Perform and interpret statistical calculations.
- Perform related duties and responsibilities required

QUALIFICATIONS:

Knowledge of:

All legal rights and responsibilities of the District under applicable State, Federal, and County and local Ordinances pertaining to school building programs; current trends in school building design and construction; all phases of the construction industry.

Ability to:

Work cooperatively and effectively with contractors, architects, and others contacted in the course of performing work; accurately project construction costs; develop and maintain complex administrative plans and procedures; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; supervise the work of others as required.

Experience:

Five years of experience in California school facility planning and construction.

Education:

B.A. degree in architecture, engineering, construction management or related discipline, or equivalent specialized training and experience.

Licenses:

Possession of a valid California Driver's License.

Board Approved: December 15, 1981

Revised: January 27, 1983

Revised: December 6, 1988

Revised: March 13, 2007, effective March 15, 2007

Revised: January 15, 2008