

SCHOOL PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing, inspecting, and directing specific projects in a school district to ensure that these projects are on time, on budget, and within scope. The incumbent acts as a liaison between project members, external vendors, and other stakeholders to ensure that deliverables, requirements, schedules, costs, and meeting plan are communicated. The work is performed under the general supervision of the Superintendent of Schools or the Assistant Superintendent of Schools. Supervision is not a responsibility of this position, however, responsibility for overseeing the work of all parties involved in a project is. Does related work as required.

TYPICAL WORK ACTIVITIES:

Creates long-term and short-term plans, including targets for milestones and adhering to deadlines;
Makes effective decisions when presented with multiple options for how to progress with the project;
Serves as a point of contact for project teams to ensure collaborative team actions;
Communicates with the School Board and Superintendent to keep the project aligned with their goals;
Performs quality control on projects throughout development to maintain expected standards;
Adjusts schedules and targets on projects as needs or financing for the project change;
Meets with architects, engineers, and other stakeholders in pre-planning projects;
Assists in scope of project determination and capital project timelines;
Works with Construction Management Company to monitor budgets, change orders, arranging building access for contractor's;
Ensures that contractors abide by contract specifications;
Assists the district in monitoring warranty related claims, post project completion;
Monitors the HVAC annual service contract and preventative maintenance schedule for all HVAC equipment district wide;
Works with business office on contractor payment and billing issues.

SCHOOL PROJECT COORDINATOR-cont'd

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of building construction and inspection;
Good knowledge of contract administration in the field of building construction;
Good knowledge of building construction materials and equipment;
Working knowledge of building codes and regulations;
Skill in determining quality of work performed in the building trades;
Ability to read and interpret blueprints, plans and specifications;
Ability to recognize deviation from plans and specifications on a building site;
Ability to make quantity estimates;
Ability to maintain moderately difficult records;
Ability to communicate effectively and concisely both orally and in writing;
Ability to establish and maintain good working relationships with contractors, architects and engineers;

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in construction management technology, civil engineering technology, building maintenance technology or closely related field and three (3) years of experience in one or more of the construction trades*, one year of which must have been in a supervisory capacity; OR

B) Five (5) years of experience in one or more of the construction trades*, one year of which must have been in a supervisory capacity.

* Construction trades is defined as that work which involves building, repairing and/or modernizing buildings, houses and other structures and their surroundings. This includes, but is not limited to, carpentry, plumbing, electrical, foundations, or site work.