

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CONSTRUCTION AND FACILITIES COORDINATOR

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster, and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the general direction of the Director of Facilities, Operations and Planning or designee perform a wide variety of complex, specialized, and technical duties in support of the activities, services, and functions of the Facilities, Operations and Planning Department; serve as liaison between the Director of Facilities, Operations and Planning and internal and external individuals, groups, and agencies; and prepare, review, and proof a variety of documents, records, and forms for accuracy, completeness, and compliance with applicable rules and regulations.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Facilities Maintenance Coordinator level by the scope and complexity of assigned responsibility and independence of action. The Construction and Facilities Coordinator classification will be assigned independent projects within their scope of authority and will provide assistance to and work closely with the Director of Facilities, Operations and Planning and other department Directors, assuming increasingly complex duties and projects as their knowledge base increases.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide assistance to the Director of Facilities, Operations and Planning; perform a wide variety of complex, specialized, and technical duties in support of the department including in the areas of facility construction, construction bidding, purchasing, maintenance, grounds, custodial, office support services, facilities leasing, facilities planning, and other functions pertaining to Facilities, Operations and Planning. **E**
2. Assist with the development, final preparation, posting, bidding process, and final approval of Requests for Proposals (RFPs) for new construction, modernization, and capital improvement projects; monitor construction bids to ensure all documentation is provided in accordance with the Public Contracts Code and Education Code. **E**
3. Plan, schedule, and organize the completion of bids and RFPs for Governing Board acceptance as complete and for submission to the San Diego County Recorder's Office for recording. **E**
4. Review and analyze construction change order requests; track payment requests for new construction and major capital improvement projects; make recommendations to the Director of Facilities, Operations and Planning for approval; prepare change order information sheets for Governing Board information. **E**
5. Process documents and maintain complete records related to new construction, modernization, major

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- capital improvement projects, and related bids; compile accurate reports and responses as needed. *E*
6. Develop, coordinate and update District standards working collaboratively with the Informational Technology, Facilities, Operation and Planning, Procurement departments and outside contractors.
 7. Coordinate with District departments, project managers, outside contractors, architects, and engineers; to ensure all district standards procedures are implemented during new construction, modernization, major capital improvement projects.
 8. Implement and maintain accurate space management data including but not limited to occupancy planning and departmental zoning. Create reports as requested. *E*
 9. Transfer data from Original Equipment Manufacturer (OEM) manuals data into a Computerized Maintenance Management System (CMMS) for preventative maintenance tracking. Work with supervisors to ensure business critical infrastructure systems are maintained in accordance with governing regulatory or industry standards. *E*
 10. Develop and maintain an operational costs analysis of new construction and existing buildings using current technology applications. *E*
 11. Monitor, evaluate and report on all metrics related to facilities management, tracking Service Level Agreement and Key Performance Indicators. *E*
 12. Serve as liaison within the Facilities, Operations and Planning Department; provide information and assistance regarding department policies, procedures, and practices including regarding facilities and maintenance functions related to major construction projects, scheduled maintenance, and modernization projects. *E*
 13. Assist with the management and tracking of educational/commercial development projects; assist with tracking the approval process for new construction with local and state agencies; prepare documents for the coordination and approval of new construction with local and state agencies. *E*
 14. Arrange, schedule and attend a variety of meetings and conferences; coordinate meetings between District representatives and outside contractors, architects, and engineers. *E*
 15. As directed, receive, review, and prepare for approval all facilities related District contracts, agreements, MOU's, and leases submitted for Governing Board approval; track agreements and provides guidelines to originator for requested changes, clarifications, and agenda input summaries, for review by the Director of Facilities, Operations and Planning or designee. *E*
 16. Prepare Governing Board items and prepare and process related documents; coordinate, assemble, and prepare all Board agenda items related to new construction, modernization, and major capital improvements bids, planning projects, and new personnel, including presentation packages, for Governing Board approval. *E*
 17. Develop and maintain documentation on facilities maintenance, policies and procedures. *E*
 18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of facilities maintenance *E*
 19. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operation, procedures, and methods of a business, operations, and facilities planning office.

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- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code and Public Contracts Code.
- Principles and practices used in analyzing and evaluating programs, policies, and operational needs.
- Contract terminology, forms, and documents used in the building and construction trade as well as informational technology.
- Advanced principles and practices of various software applications related to facilities management.
- Principles and procedures of data management.
- Oral and written communication skills. Technical aspects of field of specialty.

Ability to:

- Perform specialized, technical, and facilities maintenance support duties involving the use of a high level of independent judgment and personal initiative.
- Perform responsible and difficult construction contract coordination duties.
- Analyze and resolve difficult and time sensitive situations.
- Work confidentially and independently with discretion.
- Remain current in information technology concepts, tools, techniques and applications.
- Participate in budget preparation and administration.
- Participate in the development and administration of policies and procedures related to assigned activities.
- Prioritize work to meet schedules and timelines.
- Research, compile, assemble, analyze, and interpret data from diverse sources.
- Prepare a variety of reports and correspondence related to area of assignment.
- Maintain a variety of records, files, and databases.
- Operate office equipment including computers and remote connections.
- Use and quickly learn new office support technology systems and software packages.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school supplemented by two (2) years of college level course work in construction coordination or management field; **AND** three (3) years of increasingly responsible technical and/or specialized clerical experience in facilities or operations coordination.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight and occasionally lifting heavy packages related to bid; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Johnson & Associates

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Human Resources