

Position: Facilities Specialist

Salary Range: 36

Summary

Under general direction of the Director of Facilities Maintenance & Operations, coordinates facilities improvement projects related to new construction, renovation or modernization of existing schools, relocatables, classrooms, and other support activities. The position plans, coordinates, and monitors school district construction projects. Performs a wide variety of project planning, project tracking, project follow-up, project reporting, and project close-out work for multiple district facilities construction and modernization projects. The position requires a broad knowledge of the procedures, laws and technical requirements related to the field of school facilities planning and construction.

Essential Duties and Responsibilities**Facilities Planning Support**

1. Assists with OPSC, CDE and DSA application and submittals, processes required forms for eligibility, funding and continues to monitor projects through the process and close out audits.
2. Serves as staff to any District facility related committees. Prepares minutes, agendas, reports, and coordinates required annual fiscal and performance audits and/or other reports.
3. Assists in coordinating site personnel during the planning, construction, and closeout phases of site construction projects or improvements when necessary.
4. Researches, prepares, composes, edits and distributes a variety of materials including, correspondence, legal notices, and presentations in support of established communication goals.
5. Prepare notices, public information documents, and other information items, including resolutions, agenda items and documentation required for Board action.
6. Works with Director of Facilities to develop and implement effective strategies for the distribution of information.
7. Communicates with other departments and staff in coordination and distribution of project information.

Facilities Construction Support

1. Monitors and tracks district construction project budgets and contracts for compliance.
2. Works directly with contractors, construction mangers, construction inspectors, and architects.
3. Assists with organizing and monitoring of district construction projects.
4. Prepares and evaluate proposals for programs, projects, and schedules.
5. Processes Change Orders, Payment Requests, and other contractual documents.
6. Tracks and accounts for projects from design to close out.
7. Keeps complete project files for all projects assigned.
8. Assists in planning, coordinating, scheduling and managing district moves of staff, furniture, and equipment between existing facilities.
9. Assists in the preparation of bid documents.
10. Prepares budgets, correspondence and project tracking reports.
11. Keeps immediate supervisor informed of status of construction projects.
12. Attends and conducts a variety of meetings as assigned; conducts pre-bid and pre-construction meetings.
13. Analyzes invoices and recommends payment of invoices for contracted services.
14. Coordinates with outside construction consultants on project related issues.
15. Performs related duties as assigned.

Qualifications

▪ Knowledge and Skills

Knowledge of principles and techniques of California State School Facilities Program; planning, organization and operation of a school facilities department in a school district. General construction and contracting practices, methods, materials, tools and terminology used in the building trades. Skills in reading and interpreting construction specification, architectural drawings, diagrams and schematics. Proficient with computers, spreadsheets, word processing programs; planning and organizing construction projects; project management; data collection, analytical methods and procedures. Report writing and record keeping techniques.

▪ Abilities

Coordinate construction projects. Read, understand, interpret and implement construction documents, policies, and procedures. Analyze situations and develop appropriate recommendations. Conceptualize and work at detail level. Maintain detailed fiscal accounting of construction projects. Prepare detailed oral and written reports on multiple construction projects. Handle multiple tasks, work under pressure and work with priorities/deadlines subject to frequent change; compose letters, memorandums, and/or other documents that provide accurate and effective information regarding the topic or subject; use good judgment and have a strong sense of ethics; meet schedules and timelines; work independently with little direction; maintain confidentiality.

▪ Physical Abilities

Sufficient vision to see and read small print; sufficient dexterity to perform manual manipulation and utilize photographic and other equipment; Sitting or standing for extended periods of time, walking over rough or uneven surfaces to monitor work projects, hearing and speaking to exchange information, and vision to observe and monitor work needs and work in progress and upon completion

▪ Education and Experience

Any combination of education/experience equivalent to two years' post-secondary education and five years of experience in California public school construction or a closely related field. Experience in facilities planning; prior work experience with a school district or county office of education working with school facilities essential.

▪ Licenses and Certificates

A valid California Driver's license.