

PERALTA COMMUNITY COLLEGE DISTRICT - June 22, 2004

CLASSIFIED JOB DESCRIPTION

**FACILITIES PROJECT COORDINATOR
(SEIU Local 1021 Salary Range 105)
Job Code: 934**

CLASS PURPOSE

Under direction performs a variety of specialized, professional level work in the analysis, research and report preparation. Create and track agenda materials and reports for Board of Trustee meetings including board resolutions, contract awards, construction project acceptance, professional service agreements and various other documentation. Performs other related duties as assigned.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Prepares and updates Five-Year Capital Outlay Construction Plan.
- Prepares change orders and conveyances of real property for Board approval and does follow-up to see that all necessary actions are taken.
- Prepares various department documents including, off-campus lease agreements, agreement amendments,
- Prepares contracts and agreements, including construction contracts, agreements for professional services, maintenance contracts, independent contract forms, and amendments.
- Inputs and updates information into the state's computerized program (Fusion) for submission to the State Chancellor's Office; prepares resolutions, boilerplate construction contracts and agreements.
- Files FEMA claims and prepares audit report.
- Maintains list of capital outlay and deferred maintenance and Measure E and Measure B projects;
- Monitors and facilitates construction project activity, general status and schedules critical path.
- Makes routine site visits to the college to check for possible safety and hazardous conditions and reports to the Director or architect.

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- Maintains blueprint library and arranges for copying of blueprints.
- Maintains and annually updates space inventory report, including categorizing and entering information regarding converted and new space.
- Maintains department and blueprint library and updates inventory list as needed.
- Sets up and monitors budgets.
- Serves as liaison with legal counsel, architects, consultants, contractors, various governmental agencies, college staff and District staff;
- Establishes and maintains specialized filing systems for legal and technical documents;
- Reviews all invoices for payment.
- Receives, verifies accuracy of, and codes invoices for construction projects.
- Coordinates bidding process; prepares budget and audit reports;
- Confers with and provides project information to architects, engineers, and contractors regarding construction problems, work schedules and deviations from specifications.
- Researches background materials for litigation proceedings;
- Renews service maintenance agreements, solicits bids, and conducts pre-bid tours of services to be performed.
- Responds to requests from the public regarding bid information and Certified Payroll requests.
- Assembles and files materials for environmental impact reports; prepares and forwards final contracts, contractor's bonds and payment bonds for approval by legal counsel;
- Answers inquiries from student groups, private agencies, and City and State agencies;
- Assists in monitoring costs and time estimates for major maintenance and capital construction projects, including changes and variances from original contract.
- Act as information resource for student groups, private agencies, and City and State agencies.
- Arranges for inspectors to inspect construction work.
- Attends department meetings regarding status of construction project activity.
- Notifies contact person at college when construction work is scheduled and keeps college contacts abreast of progress of work activity pertaining to construction projects.
- Gathers information on previous Board decisions for reports;
- Gathers information and makes arrangements for a variety of meetings;
- Gathers information for inclusion in reports;
- Uses FUSION for assessment and planning purposes;
- Notifies college contact when work is scheduled and keeps college contacts abreast of progress of work activity pertaining to construction projects.
- Checks availability of construction project funding.

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- Coordinates work order requests and payment of requisitions and invoices.
- Conducts pre-bid and pre- construction tours of college site.
- Creates and produces computerization of spreadsheet reports on construction and maintenance projects.
- Codes invoices for payment of maintenance equipment.
- Creates and updates spreadsheet reports on construction and maintenance project information and status, including historical data.
- Creates and updates list of all Division of the State Architect project approval numbers and approval dates. Follows through to insure that all procedures are followed and DSA approval is received for projects.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university and three years experience assisting, directing or coordinating major capital construction programs, facilities maintenance programs or a closely related field; or an equivalent combination of training and/or experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Laws, regulations, rules and practices related to administrative functions;
 - Research and analytical methods;
 - Operation and use of current computer software (Microsoft Office Suite)
- Ability to:
 - Evaluate effectiveness of facilities planning functions and operations;
 - Develop and evaluate alternatives to possible courses of action;
 - Establish and maintain cooperative relationships with others.
 - Compose documents that are grammatically correct
 - Communicate effectively, orally and in writing.
 - Provide accurate and complete information as requested.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone

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- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, climbing stairs.
- Constantly sitting.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or over the telephone.
- Seeing to read various materials or operate equipment.
- Speaking clearly and distinctly to provide information.

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

WORKING CONDITIONS

- Indoor/Outdoor environment

Revised: N/A