PT

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

COORDINATOR -- PROJECT

JOB DESCRIPTION

JOB CODE:	810138	**BARGAINING UNIT ELIGIBILITY:**	N
FLSA:	Exempt	**PAY GRADE:**	29
		SALARY SCHEDULE:	Professional/Technical

QUALIFICATIONS:

(1) Bachelors degree in architecture or engineering from an approved accredited educational institution; or

(2) High school diploma or GED and three (3) years experience in architectural planning and design under the direction of an architect or engineer; or

(3) High School diploma or GED and six (6) years experience in skilled or craftsman work related to school maintenance, mechanical/electrical/plumbing, and construction projects.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in the design and construction of educational facilities. Knowledge of construction procedures as related to buildings and structures. Ability to develop, read, interpret and review construction plans and specifications, to determine compliance with all codes and regulations that are applicable to the school district. Ability to communicate effectively both orally and through written reports. Knowledge of applicable local, state and federal regulations, codes, and policies. Knowledge of methods, procedures and skills of crafts and trades. Knowledge of safety rules and safe operating procedures.

REPORTS TO:

Facilities Work-Site Administrator

JOB GOAL

To coordinate the planning and construction of projects within the school district and ensure the proper design and execution of renovation, remodeling, and new construction projects.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

*(1) Participate in the research and development of the latest techniques used in school planning and construction.

*(2) Coordinate the planning of renovation, remodeling, and new construction for those projects assigned.

*(3) Work with the design committees assigned for particular projects to develop the educational/technical specifications.

*(4) Provide the guidance necessary to designing architects and engineers during the preparation for construction documents.

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*(5) Review projects during the design stages to assure compliance with all State Board of Education Rules and any other local codes or ordinances that may be applicable.
*(6) Recommend standards that are to be incorporated in the design of renovation and new construction.
*(7) Aid in the evaluation of completed facilities and record pertinent data for use as a guideline for future projects.
*(8) Work as a liaison with project architects and engineers and construction inspectors throughout the contract administration for projects that are underway.
*(9) Prepare and/or review cost estimates and budgets for school construction projects.
*(10) Be responsible for the timely execution of the design process.
*(11) Supervise assigned personnel.
*(12) Adhere to applicable safety standards.
*(13) Attend all staff meetings and workshops.
*(14) Assist with maintaining a clean and orderly environment.
*(15) Be knowledgeable of and adhere to Board policies and departmental procedures.
*(16) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
*(17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
*(18) Demonstrate initiative in the performance of assigned responsibilities.
*(19) Demonstrate support for the school district and its goals and priorities.
*(20) Exhibit interpersonal skills as an effective team member.
*(21) Follow attendance, punctuality and proper dress rules.
*(22) Maintain confidentiality regarding school/workplace matters.
*(23) Maintain expertise in assigned area.
*(24) Manage time efficiently.
*(25) Model and maintain high ethical standards.
*(26) Participate in cross-training activities as required.
*(27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
*(28) Prepare all required reports and maintain updated and accurate records.
*(29) Represent the District in a positive and professional manner.
*(30) Respond to inquiries and concerns in a timely manner.
(31) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

COORDINATOR -- PROJECT (Continued)

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 13

Adopted: 10/19/10
Revised: 4/4/17
Revised: 8/29/19 (Superintendent)
Revised: 3/16/21
Revised: 4/2/24 (Salary Schedule)