

DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

PROJECT COORDINATOR

QUALIFICATIONS:

- (1) Bachelors degree in construction management, architecture, engineering, planning, business management or a related field,
- (2) Or, a minimum of a High School Diploma with five (5) years experience in construction management and supervision, architecture, engineering, planning, business management or a related field.
- (3) Verified experience in construction project management and/or supervision.
- (4) Verified experience in construction contract administration.
- (5) Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of contract administration. Understanding of construction project management, principles and techniques. Understanding of construction documents, plans and specifications. Knowledge of construction practices, methods, materials, applications and standards. Understanding and knowledge of computer applications and construction related software. Understanding of records management. Understanding and ability to communicate effectively, speak in public, compose business letters and conduct business in an appropriate professional business manner. Ability to effectively and cooperatively work with others.

REPORTS TO:

Director of New Construction

JOB GOAL

To serve as the District's representative for new capital projects, as well as for remodeling projects on existing facilities. Project management and coordination responsibilities, including contract negotiations and administration represent primary responsibilities.

SUPERVISES:

Affiliated District Clerical Staff
Contracted Services Architects
Contracted Services Engineers
Contracted Services Contractors
Contracted Services Construction Managers

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Direct contracted services professionals in the development of construction documents.
- * (2) Lead preconstruction activities for all assigned projects.
- * (3) Establish procedures and practices for managing and coordinating District capital construction projects.
- * (4) Direct contracted construction profession throughout projects.

Communication

- * (5) Communicate effectively orally and in written form.
- * (6) Prepare letters of recommendation for approval of contracts.
- * (7) Prepare School Board agenda material as necessary.
- * (8) Develop agendas and conduct meetings as necessary.
- * (9) Prepare weekly Work in Progress reports for the Director.
- * (10) Coordinate with Building Official and Facility Specialist regularly.
- * (11) Develop and maintain detailed project records.
- * (12) Communicate regularly with other school districts and governmental agencies on current construction practices and costs.
- * (13) Prepare review comments in a legible and understandable manner.

Proactive Orientation

- * (14) Provide required leadership in all phases of assigned projects.
- * (15) Demonstrate initiative in conducting assigned responsibilities.
- * (16) Anticipate potential problems and develop alternative planning strategies.
- * (17) Routinely coordinate with Maintenance staff regarding project preplanning.
- * (18) Coordinate and schedule training opportunities for District and Departmental staff.

Critical Thinking

- * (19) Conduct thorough reviews of construction plans and specifications.
- * (20) Develop long-range construction project priorities.
- * (21) Assist in the development of the Five Year Work Facility Plan.
- * (22) Prepare accurate cost estimates as necessary.
- * (23) Establish project schedules, budgets and quality expectations.

Continuous Improvement

- * (24) Set high standards for self and others.
- * (25) Remain current in construction industry trends and changes.
- * (26) Assist others in understanding relevant information related to construction processes.
- * (27) Attend seminars and appropriate training opportunities.

Facilitation

- * (28) Develop agendas and conduct meetings.
- * (29) Participate in project job meetings.

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- * (30) Use appropriate interpersonal and professional styles and methods to guide individuals and groups toward task accomplishment.

Managerial

- * (31) Maintain accurate and comprehensive records on all assigned projects.
- * (32) Demonstrate professional managerial methods and techniques.
- * (33) Assume lead role in project management.

Constancy of Purpose

- * (34) Support the District's vision and mission.
- * (35) Obtain exceptional cost and quality value from contracted services.
- * (37) Represent the District in a positive and professional manner.
- * (38) Willingly coordinate with District personnel on a regular basis.
- * (39) Provide leadership in developing a positive work environment.
- * (40) Participate in District committees as is beneficial to the position.
- * (41) Maintain memberships in affiliated professional organizations.
- * (42) Attend statewide professional organization conferences and seminars.

Decisiveness

- * (43) Make and share decisions in a timely manner.
- * (44) Appropriately advise Director on project issues in a timely manner.
- * (45) Respond quickly in emergency situations.

PHYSICAL REQUIREMENTS:

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

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

Extended hours beyond the regular work day/week may be frequently required.

EVALUATION:

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

Job Description Supplement No. 10

*Essential Performance Responsibilities

Board Action _____
Approved 1/17/06
Revised _____