

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

02/20	CAPITAL CONSTRUCTION PROGRAM COORDINATOR	2.5.20
Effective Date	Job Title	Index

PURPOSE

Represents the District's interests by providing operational coordination of the bond program under the direction of the Director of Maintenance and Construction Services. Operational coordination involves the coordination and communication between multiple staff, design teams and sites with high construction volumes, challenging schedules and unique situations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Director of Maintenance and Construction Services. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Coordinates with contracting and procurement services to ensure operational and delivery needs are identified and met.

Coordinates the work and ongoing engagement of architects, engineers and project managers; ensures appropriate reviews and approvals of products and drawings for compliance with specifications, codes and statutory requirements.

Utilizes program/project management strategies and software to assess program/project progress and areas of risk. Develop reports regarding overall program status.

Coordinates operational tasks and develops reports in support of capital construction activities such as inspections, architect, engineer and contractor meetings, permitting activities, progress approval, change orders, contract compliance and amendments, issue resolution, budgets, schedules, project close-out, calendars, etc. for the purpose of ensuring all phases of design and construction are completed within specifications, within cost parameters and with minimal interruption to site personnel.

Develops and oversees operational metrics and project benchmarks including project scope, quality and timelines. Provides reports to the Bond Program Management Team.

Monitors and adjusts program/project support systems throughout the life cycle of program. Identifies areas for improvement and recommends changes.

Collaboratively works and communicates with Director of Maintenance & Construction Services, budget and fiscal operations analyst, program staff, district staff and district departments to effectively and efficiently manage the operational aspects of the bond program.

May represent the district before governmental review agencies on issues involving code changes, facility approvals and other construction related matters.

Maintains regular and consistent attendance and punctuality.

Performs other duties as required.

KEY RELATIONSHIPS

Director of Maintenance and Construction Services: Reports to this position.

Chief Operations Officer: Director of Maintenance & Construction reports to this position.

Budget and Financial Operations Analyst: Coordinates the flow of information, reports and operational guidance.

Executive Project Manager: Ensures effective coordination of operations with this position.

Capital Construction Project Coordinators and other assigned support staff: Collaborates with these positions.

Purchasing and Contracting: Works collaboratively to secure the necessary products and services.

Facilities Staff: Works collaboratively across all facilities functions to provide integrated customer service.

School and Department Administrators: Coordinates and communicates with these positions.

MINIMUM QUALIFICATIONS

Knowledge of:

Program/Project delivery, applications, software and technologies, equipment, materials and techniques used in public works construction.

Architecture, landscape architecture, civil engineering, infrastructure design and construction practices.

Trends, approaches and problem-solving techniques used in operations management and program/project delivery.

Federal, state and local laws, processes and procedures governing public agency construction, facilities and asset management programs.

Laws and protocols governing Bond financing of public agency construction/reconstruction projects.

Laws governing public purchasing and contracting including public agency budgeting, contracts and bidding requirements.

Techniques and principles of high-quality customer service. Oral and written communication techniques.

Ability to:

Analyze situations accurately, evaluate alternative operational approaches and adopt effective courses of action.

Organize resources to meet goals and deadlines. Prepare, administer and monitor project budgets and anticipate future budgetary needs.

Effectively plan, schedule and coordinate work.

Demonstrate excellent oral, written, presentation and interpersonal communication skills.

Establish effective working relationships at all organization levels both internally and externally.

Remain calm, deliberate and focused in stressful and emotional situations.

Demonstrate leadership ability and provide operational feedback.

Maintaining regular and consistent attendance and punctuality.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Degree in construction management, engineering, facilities management or other business-related field or experience and equivalent training.

Minimum of five years of progressively responsible experience in capital projects management.

Work Environment:

Climate controlled office settings and exposure to minimal noise intensity levels.

High level of contact with district personnel and outside agencies/community.

Physical Requirements:

Frequent reaching, handling, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Special Requirements:

Possession of a valid Oregon driver's license.

Salem-Keizer School District is an equal opportunity employer.