

**VISTA UNIFIED SCHOOL DISTRICT**  
**FACILITIES PROJECT COORDINATOR**

**Purpose Statement**

The purpose of a Facilities Project Coordinator is to coordinate, plan, and organize facility projects, including new facilities and the maintenance and modernization of existing facilities; ensure projects are completed efficiently and within District standards, regulatory guidelines, budget, and projected timelines; liaison with various internal and external agencies and staff; and act as purchasing agent for the Maintenance department.

This job reports to the Maintenance and Grounds Manager.

**Essential Functions**

- Acts as liaison between administrators, staff, and outside organizations for the purpose of coordinating activities, assuring compliance, resolving issues and conflicts, and exchanging information.
- Analyzes data for the purpose of providing recommendations and approval of projects, planning, and design of school facilities.
- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with administrative personnel for the purpose of supporting them in the achievement of department, program, and district goals.
- Compiles data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with established policies and procedures, and/or monitoring program components.
- Confers with immediate supervisor and assists with the coordination of day to day activities for the purpose of ensuring that assignments are completed in a safe, proper, and timely manner and maximizing the efficiency of the workforce.
- Coordinates a variety of assigned projects and activities (e.g., contract preparation and implementation, bid process, project scope and schedules, renovations, inspections, permits, contractor and architect meetings, mandated reports, training, etc.) for the purpose of ensuring that all phases of maintenance, improvement, remodeling, and construction projects are completed to district standards within budget and specifications and with minimal interruption to site personnel.
- Informs supervisor and staff regarding procedures and/or status of projects for the purpose of providing information for making decisions, taking appropriate action, and/or complying with building and health and safety regulations.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within established guidelines, and approving inspection reports and payment requests.
- Maintains a variety of manual and electronic documents, files, and records (e.g., specifications, contracts, forms, archival information, drawings, blue prints, documentation, reports, calendars and schedules, etc.) for the purpose of providing an up to date reference and audit trail.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and/or fiscal practices are followed.
- Prepares a variety of written materials (e.g., reports, memos, letters, procedures, plans, budgets, analyses, bid specifications, contracts, estimates, funding applications, project worksheets, needs assessments, quotes; project scopes, etc.) for the purpose of documenting activities and issues,

meeting compliance requirements, providing audit references, and/or providing supporting materials for requested actions.

- Procures equipment, supplies, and materials for the purpose of maintaining availability of required items and completing jobs efficiently and economically.
- Recommends policies, procedures, and/or actions for the purpose of meeting the district's goals and objectives.
- Researches a variety of topics for the purpose of developing and planning best practices, programs, and services, ensuring compliance with relevant requirements, taking appropriate actions, and/or responding to requests.
- Responds to inquiries for the purpose of providing required information and/or referring to appropriate source.
- Reviews district, facilities, contractor licenses, certifications, and trainings for the purpose of ensuring that the district meets regulatory requirements.
- Reviews plans, specifications, and cost estimates for the purpose of advising on purchases of material and equipment.
- Supports supervisor and other administrative personnel for the purpose of providing assistance with their functions and responsibilities.

#### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge, and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- analyzing data;
- applying job-related codes, regulations and laws;
- conducting meetings;
- estimating required resources;
- handling hazardous materials;
- operating standard office equipment including using pertinent software applications and office technology;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- building and construction practices;
- business telephone and email etiquette;
- community resources;
- concepts of grammar, spelling, and punctuation;
- contract development and administration;
- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;

- methods, procedures, and regulations relating to construction, maintenance, and modernization of school facilities;
- operating standard office equipment including using pertinent software applications and office technology;
- project management;
- proper methods of storing equipment, materials, and supplies;
- procedures and protocol of public works contracts;
- reading blueprints, schematics, and drawings;
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures;
- school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- facilitating communication;
- inspecting buildings and/or grounds;
- meeting deadlines and schedules;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with detailed information/data;
- working with frequent interruptions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness.

**Experience:** Job related experience within a specialized field is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:** Graduation from high school or equivalent supplemented by two years of college coursework in planning, public administration, business administration, or a closely related field and two years of experience in construction, contract compliance, or facilities planning and management for a public or private agency.

**Retention:** In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

**Required Testing**

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

**Certificates and Licenses**

Valid California Class C Driver License

**Continuing Educ. / Training**

**Clearances**

Fingerprint and Background Clearance  
Drug Test  
Tuberculosis Clearance

**FLSA Status**

Non-Exempt

**Approval Date**

Revised: 09/1997  
Revised: 06/11/2019 – Title  
Change from Facilities  
Coordinator

**Salary Grade**

Classified, Range 63