

ORANGE UNIFIED SCHOOL DISTRICT

CONSTRUCTION COORDINATOR

DEFINITION

Under the direction, provides technical and support services in connection with school site improvements and modification of facilities. Position requires the employee to assist in the preparation and review of project plans and specification; coordinate, plan, and direct the work of others; inspect projects and prepare all documentation required for the successful closeout of all projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in plan review, estimate, and schedule work assignments on school site improvements, modification of facilities.
- Assist with construction project bid documents; study and analyze the terms and conditions of contract agreements, plans, specifications, addenda, and interpretations.
- Confer with prospective contractors and assist in soliciting formal and informal bids.
- Solicit and review proposals, review payment requests.
- Review plans and specifications as to feasibility of construction; advise building inspectors and maintenance personnel as required.
- Oversee the maintenance of project records and site files.
- Supervise and schedule building inspectors as required.
- Respond to emergency situations as necessary.
- Prepare reports, maintain communication and cooperative working relationships with site Administrators and other District personnel.
- Provide technical assistance to Maintenance and Operations as required.
- Receive, review, and investigate requests for school site improvements and building modifications.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Building codes, ordinances, and regulations of state and local authorities.

Pertinent safety orders of the State of California, Industrial Safety Division.

Related codes of regulations as may be required in application to construction and/or modification of school facilities.

Principles of training and supervision.

Methods, materials and equipment used in the construction industry.

Current technology, software applications, office methods and practices, correct English usage, spelling, grammar and punctuation.

Safe working methods and procedures.

Ability to:

Read and interpret blueprints, plans and specifications.

Understand and carry out oral and written instructions.

Maintain effective working relationships with those contacted in the course of work, including architects, consultants, contractors, and school officials.

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Communicate effectively both verbally and in writing.

Determine priorities and schedule, supervise, and coordinate the work of multiple building inspectors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk, and hear.
- The employee is regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of experience in construction/maintenance specification writing and/or preparation and supervision, six (6) years in a lead or supervisory position in the building construction/maintenance industry, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Education:

Education equivalent to the completion of 12th grade, equivalent to college or commercial courses in construction, materials testing and drafting;

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee regularly works outside weather conditions and is occasionally exposed to fumes or airborne particles and risk of electrical shock. The employee occasionally works near moving mechanical parts and is occasionally exposed to toxic or caustic chemicals and vibrations.

The employee is occasionally exposed to wet and/or humid conditions, extreme cold, and extreme heat.

The noise level in the work environment is usually very loud.

License Requirement

Possession of a valid California Driver's License.

Condition of Employment

Insurability by the District's liability insurance carrier.