

BOND PROJECT COORDINATOR JOB DESCRIPTION

Job Title: Bond Project Coordinator **Wage/Hour Status:** Exempt
Reports to: Executive Director of Non-instructional Services **Pay Grade:** 413
Dept. /School: Non-instructional Services **Date:** 04/05/2018

Primary Purpose:

Coordinate and oversee all new construction and renovation projects in the district. Gather and review data concerning facility or equipment specifications and plan, budget and schedule facilities modifications including estimates; bid documents; layouts; selection of architect, engineers, contractors and other professionals. Collaborate with the Executive Director of Non-Instructional Services to ensure successful project completion. Ensure compliance with all planning and zoning requirements. Ensure that the district's buildings are safe, aesthetically pleasing, economically maintainable, energy efficient, and functionally sound to meet all programmatic requirements.

Qualifications:

Education/Certification:

Bachelor's degree required
Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of project planning and construction principles
Knowledge of mechanical, electrical, plumbing design and installation
Knowledge of health and safety regulations
Knowledge of building codes, zoning ordinances, and the inspection certification process
Ability to read blueprints and schematics
Ability to conduct on-site inspections of all district facilities
Strong organizational, communication, and interpersonal skills

Experience:

Three years management experience over mechanical, electrical and plumbing design and installation along with knowledge of general construction and building infrastructure of school facilities.

Major Responsibilities and Duties:

Facility Construction and Repair

1. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications.
2. Work with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
3. Develop and maintain construction progress schedules.
4. Coordinate construction activities to minimize interference with school and facility operations.

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5. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
6. Attend and represent the district at construction job meetings and keep records from meetings.
7. Inspect existing facilities and make recommendations for improvements as needed and establish and recommend priorities for repair projects.
8. Expedite documentation and completion of punch-list items and coordinate transition of building operation from general contractor to district upon acceptance of a facility.
9. Track warranty expiration dates and make final warranty check prior to end of warranty periods. Oversee warranty correction work.
10. Assure compliance with any district established quality control programs for construction.
11. Participate in the prequalification or approval process for architects, engineers, and contractors.
12. Consult faculty, administrative staff, and community to determine program-driven design needs.
13. Ensure District receives all construction related close out documents.

Policy, Reports, and Law

14. Complete periodic reports of construction project progress.
15. Compile, maintain, and file all reports, records, and other documents required including coordinating the storage and handling of construction documents.

Budget and Inventory

16. Estimate cost of construction and repair projects, including labor, materials, and other related costs and assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
17. Assist with the evaluation of formal bids and provide input into recommendations for the awarding of contracts for school board approval.
18. Review request for payment applications.
19. Ensure that programs are cost-effective and funds are managed wisely.

Safety

20. Maintain safety standards in conformance with federal, state, and insurance regulations.

Other

21. Perform any and all duties as assigned.
22. Successfully advances district initiatives.

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Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; small hand tools; ladder; mechanical and electrical testing equipment; small truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, climbing stairs/ladders, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Frequent moderate lifting

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Printed name: _____