

SAN JUAN UNIFIED SCHOOL DISTRICT
CLASSIFIED PERSONNEL

CLASS TITLE: Project Planner/Coordinator
 Lead Project Planner/Coordinator

CLASS CODE: 671
CLASS CODE: 673

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans and coordinates projects (with an emphasis on capital improvement but includes maintenance, alteration, repair) with district staff, outside agencies and contractors; performs related work as required.

Project Planner/Coordinator Under general supervision, plans and coordinates a variety of capital improvement, maintenance, modification and repair projects involving multiple crafts.

Lead Project Planner/ Coordinator This is the working lead level. In addition to the duties described below, incumbent establishes priorities, schedules, assigns, coordinates, inspects and/or directs the work of subordinate employees; serves as a leader on larger projects or may coordinate multiple projects of subordinates.

DISTINGUISHING CHARACTERISTICS:

These classifications are distinguished from lead craft classifications in that the work involves coordination of planning, design, construction, and inspection by multiple crafts and agencies, whereas the lead craft classification involves coordination, scheduling, assigning, and monitoring work of subordinates within their trade. The Planner/Coordinators, typically do not perform actual craft work.

These classifications are distinguished from the Construction Inspector in that they coordinate projects, and monitor and inspect work in progress for quality and compliance to contract documents and plans, and to ensure standards and specifications are met, whereas the Construction Inspector conducts inspections of a larger size and scope, and which require the technical knowledge, training or experience required for certification by the Division of the State Architect.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class).

Receives and reviews requests from school and district administrators and confers with them on the requirements; performs on-site survey of work to be performed; coordinates the preparation of design documents and sketches; performs minor design work; writes job specifications and develops initial estimates; compiles technical specifications/information for bid packages and coordinates bidding; makes recommendations for cost and production efficiency; may confer with manufacturers, contractors, engineers, architects, public agency/utility representatives to obtain or relay information; coordinates walk-throughs with contractors and M&O staff; determines appropriate job sequence plan and prepares project schedules; receives and processes dig permits; coordinates trailer installations and connections; monitors progress of projects; inspects and monitors work for quality and compliance with contract documents, codes, plans and specifications; identifies problems and

takes initiative to resolve; processes change orders; confers with appropriate inspectors, engineers, and architects; maintains communication with school and district administrators to anticipate needs to expedite rush or emergency requests and to advise on project timing and completion; reconciles problems; maintains accurate records, prepares reports and participates in meetings; reviews and signs off on request/forms/documents at project completion; coordinates project close-outs with archives and project control systems; performs work on office machines including, but not limited to: word processing equipment, on-line computer terminals, printers, scanners, faxes and related equipment and software programs.

QUALIFICATIONS:

Education and Experience:

Increasingly responsible experience in building trades or general construction; previous planning, scheduling or estimating experience or 2 years of college level classes in construction technology highly desirable.

Knowledge and Abilities:

Knowledge of methods, materials and terminology used in construction and maintenance trades including modern high technology infrastructure;

Knowledge of applicable regulations and codes;

Knowledge of principles of estimating and scheduling;

Knowledge of basic computer functions and operations;

Ability to read and understand blueprints, diagrams and schematics;

Ability to prepare rough sketches of work and estimate materials and labor;

Ability to maintain effective working relationships with the public, school personnel, staff, contractors and consultants;

Ability to coordinate a variety of projects and multiple concurrent projects;

Ability to work with frequent interruptions;

Ability to determine priorities and schedule work effectively.

*Ability to plan and direct the work of other employees;

Physical Characteristics (Consideration will be given to reasonable accommodation):

With or without the use of aides: sufficient vision to read printed material; sufficient hearing to conduct individual, group and telephone conversations; sufficient body movement and mobility to drive an automobile, climb ladders, bend, stoop and crawl to observe work sites; sufficient dexterity to write, operate a telephone and general office equipment; ability to speak in an understandable voice.

License:

Possession of, or willingness and ability to obtain a valid California Class C drivers license issued by the California Department of Motor Vehicles within 30 days of hire or before driving equipment/vehicle requiring this license.

* Lead position only

Board Approved: 9/12/00