

**CHINO VALLEY UNIFIED SCHOOL DISTRICT**  
Position Description

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<b>TITLE:</b>	Construction Coordinator	<b>REPORTS:</b>	Director of Maintenance, Operations and Construction
<b>DEPARTMENT:</b>	Maintenance, Operations and Construction	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	226
<b>ISSUED:</b>	05/18/06	<b>SALARY:</b>	Range 31

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**BASIC FUNCTION:**

Under direction of the Director of Maintenance, Operations and Construction, supervises and coordinates construction activities of capital facilities projects, implements policies and procedures relating to construction, modernization and renovation of facilities within the District.

**REPRESENTATIVE DUTIES:**

This position will coordinate the implementation of construction contract policies and procedures to successfully manage the new construction and modernization programs of the District. This position is responsible for project cost estimates, schedules and administration of assigned construction projects.

**(E)** = ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Coordinates, manages, and oversees construction activities of new construction, modernization, and/or renovation of facilities within the District. **(E)**

Serves as the District representative during the construction phase of projects; inspects work at project sites to ensure compliance with contract requirements, plans/specifications, building codes, project budgets and schedules. **(E)**

Prepares planning documents, construction budgets/cost estimates, bid documents, and contract specifications as necessary. **(E)**

Participates in the evaluation and selection process of project consultants. **(E)**

Prepares preliminary and detailed information as required for District consultants to execute their services and work. (E)

Coordinates construction activities and meets with state and local agencies as necessary; prepares and processes public agency permit applications and reports. (E)

Serves as liaison to school sites, other District departments, consultants, and state and local agencies as they relate to construction activities. (E)

Prepares reports and presentations to the Board of Trustees and District Management Team regarding District project plans, budgets, schedules and progress. (E)

Maintains District construction files and archives, project documentation, as built/record drawings, specifications, contracts and documents. (E)

Conducts construction meetings and documents meeting notes. (E)

Coordinates verification and approval of requests for payment; follows up on reported deficiencies and complications arising during construction, contract closeout, and warranty/guarantee period. (E)

Other duties as assigned.

#### **MINIMUM REQUIREMENTS:**

##### **Education, Experience, Licenses, and Other Requirements:**

- Minimum of five (5) years of progressively responsible construction management, design or maintenance experience, including minimum of two (2) years of supervisory experience.
- Graduation from a recognized college or university with a major in Construction Management, Architecture, Engineering, or a related field. Specialized training in a construction related field, which provides knowledge, skills, and abilities adequate for the performance of assigned duties may be substituted for the education requirement. specialized training includes, but is not limited to continuing education units, certifications, and/or licenses pertaining to the construction field.
- Must possess, or obtain prior to appointment, a valid California Driver's License. Must have the ability to obtain and maintain insurability status under the District's vehicle insurance policy.

#### **KNOWLEDGE AND ABILITIES:**

##### **Knowledge of:**

- Principles of construction management, cost estimating, budget development and scheduling of school/institutional facilities;

- Principles of organization, supervision, training, and team building;
- State school building construction policies;
- Applicable city, county, state and federal laws, rules and regulations as they relate to school construction;
- Project management and computer-aided design application software;
- Methods, materials, and equipment used in the various crafts, including carpentry, plumbing, painting, electrical, air conditioning and roofing work;
- Terminology, methods and practices used in architectural and engineering design;
- California Building Codes/T-24 CAC and Division of the State Architect requirements and specifications;
- Current theory of energy efficient and safe architectural design and effective educational program utilization;
- Procedures in submission and acceptance of public contract bids and works;
- CAL/OSHA regulations;
- Asbestos and lead abatement requirements;
- Contract preparation and negotiation;
- Project approval and close-out procedures with the Division of the State Architect (DSA) and the Office of Public School Construction (OPSC).

**Ability to:**

- Work effectively with limited supervision;
- Work under pressure of strict deadlines;
- Handle and retain confidential information;
- Communicate effectively, both orally and in writing;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work;
- Operate a computer terminal using various software programs;
- Estimate accurately the cost of repair and construction work;
- Read blueprints, sketches and construction documents, and interpret these to others;
- Evaluate construction schedules to assure that construction is accomplished efficiently in relation to instructional needs;
- Demonstrate problem-solving skills in situations involving multiple trades or disciplines.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor, District-wide environment;
- School construction sites and office environment;
- Driving to various District locations to conduct work during the day;
- Frequent interruptions;
- Demanding timelines;
- Subject to various emergency situations;
- Extensive contact with internal staff, community and agencies;
- Working around and with office, construction, and other equipment having moving parts.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard;
- Sitting or standing for extended period of time;
- Seeing, hearing and speaking to exchange information in person or electronically;
- Kneeling, crouching, reaching overhead, above the shoulders and horizontally;
- Walking over rough or uneven surfaces;
- Climbing, occasional use of step ladders.

**HAZARDS:**

- Exposure to flying debris or nails;
- Extended viewing of computer monitor;
- Noise;
- Working around and with machinery having moving parts.

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I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position of construction coordinator and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

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**(Signature of Employee)**

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**(Date)**

In compliance with the Americans with Disabilities act, the chino valley unified school district will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Human Resources.

Board Approved: 05/18/06  
Revised: 12/15/16