

## RIM OF THE WORLD UNIFIED SCHOOL DISTRICT

### TITLE

Facilities Project Coordinator

### CLASS DEFINITION

Under the direction of the Director Business Services organizes and coordinates all aspects of District Facilities; performs liaison responsibilities as necessary to the efficient operation of the Facilities department; performs other related work as required.

### QUALIFICATIONS

- Experience: Two years of professional level analytical work experience preferably including general administration, budget, accounting, administrative surveys, computerized data applications, facilities planning and use, forecasting or real property management.
- Education: Graduation from high school, or equivalent; college training desirable.
- Skills: Ability to gather and analyze data; reason logically, formulate sound conclusions and make basic recommendations; read and interpret a variety of written data; participate effectively in meetings; speak and write clearly and concisely; plan and organize work and reschedule work due to shifting priorities; prepare comprehensive, accurate written reports, studies, statistical outlines and other documents; maintain complex records and files; learn a variety of technical and legal information related to state funding, property, land use, planning and construction; establish and maintain cooperative working relationships with district staff, architects, developers, contractors, local government officials and others involved in the planning and use of facilities; learn office automation applications and skills.

### SUPERVISION FROM

Director Business Services

### SUPERVISION OVER

Clerical staff as appropriate

## EXAMPLES OF DUTIES

1. Represent the District at meetings and in telephone contacts with consultants, architects, contractors, the public, and governmental agencies, as directed.
2. Maintain a library and document storage area for Facilities, i.e. vendor files, specifications, as-builts, warranties, plans, specifications and bid documents.
3. Process requisitions, purchase orders, and invoices for Facilities.
4. Working knowledge of Architects plans and specifications. Knowledge of contract documents and the Labor Compliance Program and administering same.
5. Assist with pursuing funding sources and working with funding consultants, OPSC and SAB. Providing the information needed to complete OPSC funding forms 50-01 through 50-05.
6. Process necessary documents, follow required procedures, be responsible for and maintain financial records relating to District projects.
7. Responsible for property management of the exterior and rental spaces of the District Office/Theatre Building including:
  - Contracting for annual landscaping,
  - Contracting for cleaning of the theatre lobbies and the parking lot,
  - Responsible for repair and maintenance of the exterior of the building and HVAC and ceiling plumbing,
  - Annual elevator inspection and requirements with the State of California,
  - Annual Spring clean-up,
  - Liaison between Blue Jay Cinema/lessee and the District.
8. Assist in the preparation of Board agenda items, including many complex types of items, such as easements, contracts, agreements, and other subjects as requested.
9. Handling and expediting property tax issues with the county tax collector and tax assessor.
10. Organizing and preparing the documents for the Rim Ed Facility Corp. meetings and attending same.
11. Construction Projects:
  - a. Attending bid openings, logging all bids, preparing the bidders list and preparing the agendas for acceptance of the low bid;
  - b. Responding to bidders questions;
  - c. Assisting and coordinating with the Architect and contractor;

- d. Working with the DSA Inspector of Record and reviewing Inspector's verified reports and daily log;
- e. Preparing and certifying the Notice to Proceed, along with the Board agendas;
- f. Attending project meetings with the architects, engineers, contractors and DSA inspectors, including on site construction meetings;
- g. Administration and processing of the contract documents;
- h. Tracking of all (Requests for Information) RFI's, Clarifications, Submittals and Bulletins;
- i. Tracking and computing additive and deductive Change Orders;
- j. Preparing the Change Order documents for the contractor and the Board;
- k. Generating the Purchase Order and compiling the bid document package required by the county before payment;
- l. Review and preparation of payment of the Application and Certification for Payment submitted by the Contractor, and verification of 10% retention;
- m. Verification of completion of work and payment to Architect and DSA inspector;
- n. Preparing the Notice of Completion, Board Agenda and recording of same.

12. Obtain DSA approval for new relocatables and re-set relocatables.

TERMS OF EMPLOYMENT

Length of Assignment: 225 days

Length of Work Day: Eight hours exclusive of a lunch period.

Salary Range: Proper placement on management salary schedule.

Board Approved: