

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

COORDINATOR, FACILITIES (NEW CONSTRUCTION)

QUALIFICATIONS:

- (1) Bachelor's Degree OR higher.
- (2) Five (5) years public school experience (i.e., teaching, administrative, or supervisory).
- (3) Minimum of three (3) years experience related to construction.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of techniques used in construction, remodeling. Skills to oversee design and construction projects. Possess positive interpersonal skills for team building and coordinating school construction projects with administration, staff, School Board, architects, and contractors.

REPORTS TO:

Assistant Superintendent, Administration

JOB GOAL

To ensure that all new educational facilities are constructed in a manner consistent with the highest standards of efficiency, safety, economy, and quality.

SUPERVISES:

Not applicable

PERFORMANCE RESPONSIBILITIES:

- * (1) Assists in planning for new construction by participating in preconstruction planning conferences.
- * (2) Assists in the development of appropriate educational specifications for new projects.
- * (3) Assists with bidding and construction schedules, preparing and issuing contract documents and addenda.
- * (4) Meet with Assistant Superintendent, consultants, principals, and school committees during design phases for construction projects.
- * (5) Conducts and supervises required inspections of new building construction.
- * (6) Coordinates with contractors and/or the engineering staff in the design and cost estimation of construction projects.
- * (7) Assists with recommendations, selections and appointment of architectural/engineering firms, contractors, and inspectors for new construction projects.
- * (8) Oversees construction and renovation of buildings to insure that procedures and materials comply with plans and specifications, and contractual obligations are fulfilled.
- * (9) Visits all construction projects at frequent intervals to assure that plans, specifications, codes, and regulations are being observed and followed.
- * (10) Reviews, verifies, and submit for approval payment bills provided by architects, building contractors, testing laboratories, consulting engineers, and surveying firms.
- * (11) Receives and maintains insurance policies secured by contractors, and verifies appropriate coverage for public liability, property damage, fire, and workmen's compensation.

DIRECTOR, MAINTENANCE (Continued)

- *(12) Investigates reports of faulty workmanship or materials in new construction, and takes appropriate action under the terms of the guarantee
- (13) Maintains liaison with governmental agencies having jurisdiction over or providing services to school buildings.
- *(14) Maintains a log of construction progress; reviews and evaluates drawings/specifications, facility equipment; gives estimates of costs and materials needed; and makes recommendations on time extension requests.
- *(15) Examines plans and specifications, confers with engineer(s) on proposed specifications, and discusses deviations from specified construction procedures.
- *(16) Approves or requests approval for change orders, substitution of materials, equipment, and workmanship.
- *(17) Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 8

Revised Board Approval 04/11/2017