

CLASS TITLE: CAPITAL PROJECTS COORDINATOR

BASIC FUNCTION:

Under the direction of the Chief Operations Officer, the Capital Projects Coordinator will assist with representing the District in field coordination of the administration's role as "Owner" in the modernization and new construction of school facilities within the Sunnyvale School District.

ESSENTIAL DUTIES:

Assist and support the management and development of school facility renovation and new construction, and ensure conformance with contract documents and compliance with all provisions of the public contract code and bid requirements.

Facilitate the construction process so that educational goals and objectives can be met during construction, and work collaboratively with district staff, contractors and consultants to mitigate the impact of construction on educational programs.

Monitor construction safety measures. Notify the appropriate parties of lapses in protection for students, staff, and the public.

Assist in the representation of the District in planning construction related matters with state and local agencies.

Arrange for and control access to District sites by contractor and consultants. Check-out and retrieve keys. Coordinate security system access. Provide access where necessary during off hours.

Conduct/attend pre-bid, job start and regular construction progress meetings.

Assist with the management and direction of architect, consultant and contractor work to assure the feasibility of projects prior to construction and to maintain quality control during construction.

Develop construction deficiency lists and participate in the development of the project punch-list, and review substantial completion, final completion and project closeout submittal. Assist in final close out and occupancy procedures.

Assist in generating responses to requests for information, submittals and payment applications.

Generate detailed daily reports of work and labor for each project. Log reports into District's construction management software when applicable.

Use District's construction management software to assist with all job related tasks.

Assist in the organization and preparation of materials and agendas for Citizen's Oversight Committee and Board of Education presentations.

Perform other related duties as assigned.

Capital Projects Coordinator (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective group processes, facilitation skills and public relations techniques.

Effective written and oral communication using correct English and grammar.

State, city and county codes and regulations related to construction.

State educational facilities guidelines.

Planning, organizing, supervising and reporting.

Cost estimations, value engineering and cost savings procedures, methods of contracting, scheduling and materials procurement.

Environmental Protection Agency (EPA) state and local environmental hazardous materials rules and regulations.

Design and public school construction.

Public Contract Code and appropriate bidding procedures.

ABILITY TO:

Meet schedules and timelines.

Walk and/or sit for extended periods of time.

Climb staircases.

Work in a noisy environment.

Lift up to 50 pounds.

Knowledge and use of computers, cameras, cellular telephones, and assigned software.

EDUCATION AND EXPERIENCE:

Bachelor's degree or equivalent experience; major in architecture, construction management, civil engineering or related field desirable.

Minimum of two (2) years of commercial, or industrial, construction involving multiple trades.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Subject to noise from equipment operation.

Seasonal heat and cold or adverse weather conditions.

Working in a cramped or restrictive space.

Working with power tools and flying debris.

Working at heights on ladders or scaffolding.

Regular exposure to fumes, dust, oil/grease.

Vapors from paints and solvents.

Capital Projects Coordinator (continued)

PHYSICAL DEMANDS

Driving a vehicle to conduct work.

Physical dexterity, with ability to operate a computer keyboard, calculator and other office machine.

Able to climb ladders and work from heights.

Stand for extended periods of time.

Walk on rough or uneven surfaces.

Moderate to high stress level.

TERMS OF

EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated by the Chief Operations Officer in accordance with the Memorandum of Understanding between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).