

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>Facility Project Coordinator</b> (W03)	Job Family: 08
Department: Facility Services	Lane Placement: <b>13 / 14</b>
Supervisor's Title: Director of Facility Services and Staff Asst.	Contract: 245 Days
FLSA Classification: <u>Non-Exempt</u>	Hours per Day: 8
Department Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
ADA Review: <u><i>[Signature]</i></u>	Date: <u>7-2-15</u>
Human Resource Approval: <u><i>[Signature]</i></u>	Date: <u>7-1-15</u>
Superintendent Approval: <u><i>[Signature]</i></u>	Date: <u>7/7/18</u>
Original date: <u>07/83</u> Revised: <u>07/15</u> Revised: _____	Revised: _____

**GENERAL FUNCTION**

Under the supervision of the Director of Facility Services and staff assistant, the **Facility Project Coordinator** is responsible for coordinating, planning, scheduling, directing and inspecting new construction, renovation and remodel of limited scope projects for District facilities.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Coordinate, plan, prioritize, direct and inspect new construction, renovation and remodel of limited scope projects for District facilities, generally costing less than \$50,000. Ensure compliance with all National and local codes.
- Responsible for the inspection of work assignments to ensure completion and quality craftsmanship by facilities and external personnel.
- Coordinate projects with facilities employees and external architects, engineers, contractors and other design professionals. Design, draft and write project specifications for assigned special projects. Provide estimates of project applications and costs.
- Project, track and monitor applicable budgets as assigned.
- Prepare bid documents and specifications for the purchasing process. Ensure proper constructions materials are bid for and used in the projects.
- Participate in applicable staff level justification and equipment purchase recommendations.
- Evaluate employee performance. Authorized evaluator under Jordan Classified Evaluation System. Provide input into training, hiring and promotion decisions.
- Supervise facilities personnel as assigned and assist in resolving personnel issues.
- May be responsible to coordinate contracts for snow removal, elevator maintenance, pest/weed control, fitness equipment and street sweeping.
- Compile and complete required reports as directed.
- Shift work may be required, including on-call duties as assigned.
- Evaluate facilities emergencies and determine appropriate response.
- Provides support to all facilities areas as needed.
- Drive and operate various facility vehicles and equipment. Inspect vehicles as required.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Attend scheduled training and departmental meetings.
- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's degree in facility maintenance, construction management, engineering, drafting or related field PLUS six (6) years of construction project management, facility maintenance or other job related work experience with demonstrated competence or an equivalent combination of education and experience.
- Requires a minimum of two (2) years supervisory experience with demonstrated competence.
- To be eligible for Lane 14:
  - Requires successful completion of the mandatory classes in the areas of inspection (e.g. International Building Code, International Plumbing Code, International Mechanical Code, National Electrical Code) and pass the prescribed test to become ICC certified. Proof is required.
- Knowledge of building drawings, schematics, wire diagrams and blueprints required.
- Requires strong computer skills, including Microsoft Office. CAD preferred. Must demonstrate competence in reading, writing and math.
- Requires excellent interpersonal skills. Has extensive interaction with other department administrators, contractors, architects, engineers, vendors, school administrators and staff, custodians and some district administrators.
- Must be skilled in organizing and directing others.
- Requires ability to communicate clearly (e.g. training and giving instructions).
- Must demonstrate knowledge of S.D.S. safety procedures.
- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid Utah Driver's license.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment, including computer, Ipad, camera, measuring tools, phone, copier, fax, etc. May use applicable work tools

**Physical Requirements – Not limited to the following:**

- Occasional standing (up to 8 hours continuously), overhead work, climbing ladders and fine motor dexterity.
- Frequent sitting. Occasional lifting from floor to waist up to 20 pounds and carrying up to 20 pounds.
- Activities may involve outdoor work in all weather conditions.
- Will experience pressure and stress to meet deadlines.

- Occasional (0-33%)    Frequent (34-66%)    Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.