

FACILITIES PROJECT CONTROLS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-exempt	Para-professional	Local One	65	08/28/08	Classified	1 of 2

DEFINITION: Under direction of the Chief Facilities Planner, the Facilities Project Controls Specialist is responsible for providing technical support to the District capital improvements program.

DISTINGUISHING CHARACTERISTICS: The Facilities Project Controls Specialist assists with administrative and technical support required to plan, coordinate, and manage new construction and modernization projects districtwide by providing drafting, scheduling, planning, architectural record research, and document management support to the facilities planning team.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Assists with the development and issuance of construction documents, project proposals, specifications, and monitor construction schedules and milestones for project completion.
- Develops and maintains spreadsheet and milestone based project schedules for program level monitoring administration.
- Receives and reviews project schedule baselines and monthly updates to ensure compliance with schedule, specification, and construction activity compliance.
- Assists with planning and programming efforts by preparing floor plans, space programs, design layouts, and project scopes and estimates.
- Updates and maintains facility capital improvement project plans and drawings of District buildings and facilities by preparing and managing working drawings, maps, charts, diagrams and facility alteration schematics. Provides architectural record research and document retrieval services for District, College, architect and contractor staff.
- Confers with District staff, architects, engineers and contractors regarding construction problems, work schedules and deviations from specifications.
- Makes updates of master utilization and building plans; reviews changes in plans and specifications with outside architects and engineers.
- Reviews facilities blueprint files for completeness and updates as-built drawings as necessary.
- Inspects college buildings and grounds to verify the location and identification of electrical, domestic water, natural gas, telephone, irrigation, and fire protection systems and components.
- Inventories equipment and building mechanical systems.
- Provides Facilities Planning web-site design and management. Posts project documents and schedules and provides updated information to the web site.
- Serves as the District facilities planning disaster response specialist by maintaining and reviewing disaster response plans and regulations.
- Travels throughout the District in carrying out responsibilities and functions.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of:

- General drafting methods, tools and symbols used in architectural, civil, mechanical and electrical drawings.
- Computer-aided drafting program software and applications.
- Basic principles, practices and techniques of construction project management and project scheduling, including computer assisted construction project scheduling and cost estimating.
- Building construction materials and methods and elementary principles of civil, structural, and mechanical engineering.
- Basic building systems operations, maintenance and repair requirements and processes.
- Basic knowledge of algebra, geometry and trigonometry.
- Safe working conditions and safety regulations and guidelines pertaining to facility maintenance and construction projects and activities.
- Disaster response techniques and strategies.
- Typical modern office computer software programs such as word processing, spreadsheets,

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presentation programs and databases; report and presentation writing.

Ability To:

- Use a computer to create inventories, documents, construction estimations, project plans, reports, designs, drawings, and to access and update records and files.
- Draft plans and sections from detailed sketches and instructions.
- Make appropriate modifications to existing drawings.
- Prepare charts, graphs and diagrams.
- Make detailed inspections of facilities and building equipment.
- Read and interpret building plans and specifications.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- Effectively communicate orally and in writing
- Use personal computers utilizing various software applications (i.e., word processing, spreadsheet, web site, presentation programs, and database management) including the Internet
- Work effectively with managers, faculty and staff in a participatory and collaborative environment to accomplish the goals and objectives of the assigned facilities, construction and planning projects and programs

Education/Training: Equivalent to completion of an Associate's degree with emphasis on course work in drafting, computer-aided design, architecture, engineering, construction management, or a related field.

Experience: Three years experience assisting with project support on multiple major construction or remodeling projects, including providing computer-aided design and scheduling support to project teams.

License/Certification: A valid Class C California Driver's License.