

FACILITIES PROJECT COORDINATOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessionals	PEU Local 1	70	06/09/22	Classified	1 of 3

DEFINITION

Under the direction of assigned departmental manager, assist in and perform a wide variety of complex professional support duties, which support the District Facilities Planning organization, and management of the capital improvement programs. Reporting directly to the Director of Construction Program Controls, the position will provide expertise in document control management processes and flow of documents, processes and initiatives related to areas of assigned projects; provide professional support to Facilities Planning Department managers, project/construction managers, contractors, subcontractors, consultants, and engineers. A high degree of independent judgment and creativity as well as ability to form positive and strong relationships with various departments, teams and managers is required to resolve a myriad of complex facilities related problems.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager, reporting directly to the Director of Construction Program Controls.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training to colleagues and project teams as assigned by Director of Construction Program Controls.
- May provide training or direction to student assistants.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Project Coordinator will provide broad project coordination, support services on all capital projects.
- Assists as a project coordinator with support activities on various projects and initiatives in planning, design, and construction as assigned by the Director of Construction Program Controls.
- Maintain document control procedures established by the Department, including the receipt, classification, recording, indexing, storing, and retrieval of correspondence, design packages and reports, meeting agendas and notes, certifications, construction documents, and field documents including, non-conformance reports, requests for information, submittals, and any other project documentation.
- Coordinate multiple database interfaces to ensure the accuracy and quality of facilities planning documentation is in place, including reviewing and reconciling electronic and hardcopy project files part of the master program filing structure.
- Support research of various project and construction management tools, providing analysis of options that support the department goals. Provide support in implementation of such tools and training of key project users.
- Implement document control guidelines specifically related to naming convention, tools, and documentation processes in order to archive and retrieval current and aging documents as well as provide ongoing training and quality control for all team members. Provide audit services on documents management to ensure correct filing of all team members.
- Manage all documentation through the document process while working with all stakeholders doing iterative edits.

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- Records management including setting up and tracking all project administration documents, project initiation review, and assistance with all contract documentation including subcontract agreements, purchase orders, change orders, requests for information, etc.
- Thoroughly review, quality control check and route required documents including requisitions, change requisitions, progress payments and invoices, submittals, RFI's, meeting minutes, correspondence, drawings and other construction document deliverables for completeness and accuracy.
- Maintain, monitor and coordinate records and procedures for project tracking.
- Assist in development of contractual document templates under direction of the assigned manager. Track template changes on an ongoing basis, providing report outs and data collection on changes and needed revisions. Responsible to create and utilize tracking tools to aid in communication with other department members on approved changes from management.
- Act as liaison between district and college managers, design professionals and engineers to coordinate activities of these groups in the preparation of documents for submittal, approval, permitting and closeout to agencies having jurisdiction.
- Support the project closeout process in coordination with the construction management staff, design professionals, engineers and the contractor to ensure the highest level of quality control for all documents. Communicate and transmit all closeout materials to the necessary stakeholders and archive the documentation according to control procedures.
- Assists in post occupancy review process for projects as assigned by area manager.
- Design, creation, and modification of document templates, styles, spreadsheets, graphics, video, and detailed drawings.
- Assists in space planning data collection as part of completion of the annual Space Inventory, including any calculations, measurements, and documentation in the areas of Scheduled Maintenance Plans, Five Year Capital Outlay Plans and Budget Change Proposals.
- Adherence to policies & procedures to ensure a collaborative and successful project work flow process. Review all documents for strict quality control guidelines, public contracting code standards and the district business procedures.
- Maintain digital plan room, providing access, training, and uploading of documents and quality assurance.
- Word processing and spreadsheet development to include formatting, compilation and production of technical reports, tables, memos, spreadsheets, and correspondence using various software programs within District published guidelines.
- Scan and copy documents for filing and distribution.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of project and construction management within a public works setting.
- Tools, techniques and terminology used in construction project management. Pertinent federal, state, and district laws, codes and regulations.
- Principles and practices of modern office management and data management. Basic search methods and techniques.
- Advanced principles of project and construction-management software systems.



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- Various agencies process and procedures, including Division of State Architect, California Community College Chancellor’s Office facilities capital outlay process and procedures, process and procedures of public contract bidding.
- Advanced proficiency in project and construction management document and financial management tools and latest software applications.

Skill/Ability to:

- Functional knowledge of architectural drawings and specifications, construction contracts and documents, documentation procedures, administration support activities to ensure adherence to project requirements
- Ability to work independently and collaborate with diverse constituencies
- Dynamic, self-starter with excellent organizational and communication skills
- Proven ability to manage multiple, competing, priorities simultaneously.
- Must be organized, a resourceful problem-solver, a reliable team player, with demonstrated high attention to detail and follow-through to project completion.
- Ability to support and assist multiple project managers in their daily tasks in areas of documentation and projects coordination.
- Proficient in maintaining project file systems in hard copy and electronic retention version.
- Proactive and able to recommend practices, reference other resources and distinguish between required policies, procedures and informational resources and guidance for a variety of audiences,
- Ability to multi-task and prioritize conflicting demands in a deadline-driven and at times highly demanding situations. This is an interactive position; therefore, individual must have a positive, calm, and professional attitude while dealing with staff and must portray a positive professional image of the District.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of experience assisting with project support, document management, quality assurance and complex professional support duties in the management of construction projects, preferably within a public works capital improvement program.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a Bachelor’s degree from an accredited college with major course work in construction management, project management, architecture, engineering, or business management, or the equivalent.

Adopted: 06/09/22