



## FACILITIES PROJECT CONTROLS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	65	07/01/2017	Classified	1 of 2

### DEFINITION

To provide technical support to the District Capital Improvements Program.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### EXAMPLES OF DUTIES

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

- Assists with the development and issuance of construction documents, project proposals and specifications; monitors project construction schedules and milestones for project completion; provides weekly project progress reports to supervisor for review and evaluation.
- Develops, maintains and monitors spreadsheet on all project closeouts with the Division of the State; provides monthly report to supervisor for review and evaluation.
- Updates and maintains filing system on all phases of projects including, planning, programming, schematic design, design development, construction, construction documents, bidding and post occupancies; provides monthly reports to supervisor for review and evaluation.
- Supports Project Manager, Construction Manager and consultants during preparation of 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; prepares and manages 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.
- Updates master utilization and building plans; reviews changes in plans and specifications.
- Reviews facilities project record for completeness and revises as-built drawings as necessary.
- Inspects college buildings and grounds to verify and identify the location of electrical, domestic water, natural gas, telephone, irrigation and fire protection systems and components.
- Tracks inventory of equipment and building mechanical systems.
- Designs, manages and updates the Facilities Planning website.
- Performs other related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- General drafting means and methods and tools and symbols used in preparation of construction documents.

## FACILITIES PROJECT CONTROLS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	65	07/01/2017	Classified	2 of 2

- Advanced computer-aided drafting and experience with program software and applications, including the AutoCAD system.
- 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 architectural, civil, structural, mechanical and electrical engineering.
- Basic building systems operations, maintenance and repair requirements and processes.
- Basic algebra, geometry and trigonometry.
- Safety regulations and guidelines pertaining to facility maintenance and construction.
- Modern software applications (Microsoft Office Suite, etc.).

**Skill/Ability to:**

- Perform detailed inspections of facilities and building equipment.
- Read and interpret building plans and specifications.
- Create inventories, documents, construction estimations, project plans, reports and designs.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- Communicate effectively, both orally and in writing.
- 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.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, 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 on multiple major new educational development and construction projects or remodeling educational projects, including providing computer-aided design and scheduling support to project teams.

**EDUCATION/LICENSE OR CERTIFICATE**

- Possession of a Bachelor’s degree from an accredited college with emphasis in drafting, computer-aided design, architecture, engineering, construction management or a related field, or the equivalent.

Adopted: 07/01/17