

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7283
Pay Grade: E05

FLSA: Exempt
PTS

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| SENIOR CONSTRUCTION COORDINATOR |
| REPORTS TO: Director, Facilities Planning, Design, and Construction |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in Engineering, Architecture, or a related field, plus three (3) years related progressively responsible work experience, including two (2) years in a supervisory or coordinator capacity performing most of the duties and responsibilities stated below; or an equivalent combination of education, training, or experience. Registration as an Architect or Professional Engineer, by the state of Florida, shall be considered as equivalent. May be required to obtain certification as a state of Florida Building Code Inspector, in accordance with Florida Statutes. Possession of a valid state of Florida Class E noncommercial driver's license. |
| MAJOR FUNCTION |
| Performs advanced responsible technical and professional duties coordinating, planning, and scheduling project related activities for new construction, renovations, and remodeling of school plants. Evaluates projects, assures compliance and recommends standards for new construction sites. Duties are routine to complex, with responsibility for timely completion of preliminary phases on assigned new construction projects. Work is performed under general supervision and requires the use of discretion and considerable independent judgment in handling most assigned responsibilities. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Coordinates and plans new school plants with a designated professional architect/engineer, school administrator, and the Department of Education; assures compliance with State Board of Education rules and regulations• Consults and provides guidance to designing project architect and engineers; provides input on performance of project architect and engineers• Serves as liaison with project architects and engineers throughout contract administration on construction of new facilities; develops specifications and drawings for bids• Requests, expedites, and reviews the writing of Educational Specifications by the Curriculum and Instruction staff; coordinates the format and summary details of Educational Specifications; secures approvals of Educational Specifications• Writes Programs and/or Scopes for projects not requiring Educational Specifications• Recommends standards to be incorporated in new building specifications; aids in evaluation of completed facilities and records pertinent data for use as guidelines for future projects• Provides guidance and assistance to School Board Architect (SBA) and contractor to ensure compliance in the design and construction of major new construction projects• Attends meetings with SBA staff and project architects/engineers; initiates meetings, as required, with school district representatives and project architects and engineers• Writes School Board agenda items for presentation to immediate supervisor• Prepares Review Comment and Additional Approval letters, correspondence, and memos to the project architects and engineers and state DOE to coordinate various project phases and resolve problems; obtains DOE approval on project phases prior to construction• Advertises for and participates in the bid process for contractors |

SENIOR CONSTRUCTION COORDINATOR

ESSENTIAL RESPONSIBILITIES (Continued)

- Reviews and evaluates preliminary plans and specifications; prepares contract documents and makes recommendations for awarding construction contracts
- Applies formal technical knowledge of architectural design and engineering principals and methods, as they relate to preconstruction activities for new or remodeled school facilities
- Expedites assigned Fixed Capital Outlay projects through budget process until commencement of construction, or as otherwise directed
- Performs other related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/86 MW; BOARD APPROVED: 8/27/86; REVISED: 3/88 MW; BOARD APPROVED: 4/13/88; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; CHANGE IN SALARY SCHEDULE 07/01/12; TECHNICAL CHANGE MQ 02/05/15 CH

SENIOR CONSTRUCTION COORDINATOR

| WORKING CONDITIONS & PHYSICAL EFFORT: | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | X | | | | |
| 2. Lift objects weighing 21 to 50 pounds | X | | | | |
| 3. Lift objects weighing 51 to 100 pounds | X | | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | X | | | | |
| 6. Carry objects weighing 21 to 50 pounds | X | | | | |
| 7. Carry objects weighing 51 to 100 pounds | X | | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | X | | | | |
| 12. Stooping and bending | X | | | | |
| 13. Ability to reach and grasp objects | | | | X | |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | X | |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | X | | | | |
| 19. Proofreading and checking documents for accuracy | | | | | X |
| 20. Using a keyboard to enter and transform words or data | | | | | X |
| 21. Using a video display terminal | | | | | X |
| 22. Working in a normal office environment with few physical discomforts | | | | | X |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | X | | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X | | | | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | X | | | | |

Senior Construction Coordinator – PTS