



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7387 (REVISED)
Pay Grade: D13

FLSA: Non-Exempt

TECHNICAL PROJECTS COORDINATOR
<p>REPORTS TO: Manager, Facilities Construction Manager, Facilities Design Manager, Maintenance</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: Associate’s degree from an accredited college, plus two (2) years of actual journeyman-level skilled trades work experience and two (2) years of progressively responsible building trades and inspection experience or an equivalent combination of education, training, and experience. Certification as a state of Florida Building Code Inspector, in accordance with Florida Statutes or agreement to obtain certification within one (1) year from hire date. Possession of a valid state of Florida Class “E” non-commercial driver’s license.</p>
MAJOR FUNCTION
<p>Performs responsible technical project coordination and inspection work on small to moderate size construction projects, within a designated trades area. Oversees the planning and preparation of commercial contract specifications for repair, remodeling, new construction, emergency and preventive maintenance of school district facilities. Follows assigned projects through each stage from inception to completion, including follow-up through warranty period. Exercises initiative and independent judgment in fulfilling technical assignments under the general direction of a senior-level technical staff member.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Responsible for project contracts, their intent, specification, format, contract administration and completion. • Responsible for ongoing and final project inspection for contracted work for conformance to construction documents and Building Code requirements. • Compiles relevant information on specific project needs, including drawings, material and cost details and written specifications to present as bid package in the competitive bid process prior to awarding of contract. • Oversees the planning and preparation of commercial contracts for assigned project area; sets up meetings and coordinates planning projects. • Recommends new or alternative project needs, corrective action or alternative practices and methods to ensure successful completion of projects and objectives. • Performs subcontracting work within established budget constraints to outside contractors for projects which have special needs unable to be handled by in-house maintenance trades people. • May be responsible for picking up and taking hazardous waste from schools and other locations to prescribed accumulation points; contacting disposal firms for manifest packets so that they may deposit hazardous waste per EPA regulations; in case of an emergency at accumulation point for hazardous waste, may coordinate contacting emergency units such as fire, police, hospitals, DER and EPA and providing other required assistance, as needed. • Attends and participates in pre-bid meetings; prepares bids for outside contract work. • Compiles project data for development of annual reports required; may prepare detailed reports on project status for management. • Serves as the School Board representative following award of contract; meets with school-based administrators, determines specific needs, recommends scope of individual project and course of action and implementation. • Performs other related duties as assigned.

TECHNICAL PROJECT COORDINATOR

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: 8/86 MW; BOARD APPROVED: 8/27/86; MQ'S REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED FORMAT & WC 8/04 LMCK; REVISED: REPORTS TO, MQs, MF, ER, 06/02/21 LM; BOARD APPROVED: 7/13/2021

TECHNICAL PROJECT 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 computer to enter and transform words or data					X
21. Using various technology tools					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				

Technical Projects Coordinator - NR