

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: FACILITIES MAINTENANCE AND CONSTRUCTION COORDINATOR**

**BASIC FUNCTION:**

Under the direction of the Manager - Facilities and Construction, plans, coordinates and schedules routine facilities maintenance; coordinates and schedules construction projects; coordinates efforts between the General Services Department (Department), Santa Clara County Office of Education (SCCOE) programs, staff and contractors; prepares contract specifications and bidding documents; monitors project inventories, budget and expenditures.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Plans, coordinates and schedules routine facilities maintenance; coordinates and schedules construction projects; assists in ensuring work meets high quality standards and complies with SCCOE policies, applicable industry standards and legal requirements.

Maintains and monitors project plans and schedules; monitors and analyzes expenses and expenditures of maintenance and construction projects; ensures projects are completed on time and within budget.

Prepares construction applications, official notices, bid notices and documents for other activities associated with the construction procurement processes.

Gathers and organizes repair estimates from vendors and contractors; prepares project cost reports.

Initiates, prepares and maintains service agreements with alarm and security system vendors, utility service providers, contractors and other professional service agencies.

Coordinates services between SCCOE staff, contractors and vendors; assists in ensuring contractor's work conforms to the project specifications.

Schedules and participates in planning and design meetings with architects, consultants, contractors and others related to construction projects; assists with presentations as necessary.

Develops and implements routine inspection and maintenance schedules; coordinates inspection and repair orders for permit compliance with state and municipal entities.

Compiles data from a variety of sources and organizes into appropriate reports; assists in organizing materials for distribution and special projects; performs research as requested; prepares and processes applications, inspects reports, records and other data for accuracy and completeness.

Assists with the development and maintenance of annual program budgets; tracks budget printouts to verify accuracy of records; researches and resolves errors and discrepancies.

Works directly with and serves as a liaison with the California Department of Education (CDE), Division of State Architect (DSA), Office of Public School Construction (OPSC) and other regulatory agencies responsible for school construction.

Maintains master construction files for each project including project manuals, drawings, logs, and insurance certificates, or other pertinent data.

Interprets codes, rules and regulations including, but not limited to, education code, building code and government code; thoroughly reviews specialized instructions, guidelines, financial reports, documents, records and other related data, researching and resolving identified problems.

Provides clarification on and responds to inquiries relating to school construction projects.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Construction methods, techniques and materials.

Fire and life safety requirements for public schools.

OSHA and ADA requirements for public schools.

Public works procurement process.

Applicable construction laws, rules, codes, and regulations.

Modern office practices, procedures, and equipment, including computer equipment and related software application used by the SCCOE.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Financial and statistical record-keeping techniques.

Mathematic calculations necessary for budget management and control.

Basic research methods.

**ABILITY TO:**

Plan, organize, and prioritize work assignments to meet timelines and facilitate workflow.

Develop a public works project schedule and determine appropriate trade sequencing.

Assist in developing a scope of work for small construction projects.

Read and interpret building plans at a basic level.

Assist in performing inspections of different construction trades.

Report on activities, budget, supplies, and planned projects.

Maintain a variety of records, logs, and files.

Utilize a computer to input data, maintain automated records and generate computerized reports.

Establish and maintain cooperative and effective working relationships with others.

Add, subtract, multiply and divide with speed and accuracy necessary for budget management and control.

Develop accurate cost estimates.

Understand and carry out a variety of oral and written instructions.

Effectively use word-processing, database, and spreadsheet software application programs in the course of assigned duties.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: High school diploma or equivalent and supplemented by one year of college-level coursework in construction, business administration, public administration or a related area of study, and three years of increasingly responsible experience in building maintenance or public works construction projects.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

A safe driving record which meets the County Office of Education's insurance requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment; outside weather conditions; subject to noise from equipment operation environment is usually moderate.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting and standing for extended periods of time.

Bending at the waist.

Lifting, carrying, and/or pushing objects.

Reaching with hands and arms.

Seeing to inspect work, read a variety of materials and operate a computer.

Hearing and speaking to exchange information in person or on the telephone.

Approved by Personnel Commission: December 12, 2018



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Jonathan Muñoz  
Director – HR/Classified Personnel Services

Date: 12/12/2018