

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7387
Pay Grade: D13

FLSA: Non-Exempt

TECHNICAL PROJECTS COORDINATOR

MAJOR FUNCTION:

Performs responsible technical project coordination and inspection work on small to moderate size construction projects, within a designated trades area, assigned to the Technical Engineering Section, Maintenance. 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.

DUTIES AND RESPONSIBILITIES:

- Responsible for structural project contracts, their intent, specification, format, contract administration and completion.
- Responsible for ongoing and final project inspection for contracted work for conformance to blueprints and contract specifications; applies State Uniform Building Code and DOE 6A-2 requirements for compliance; may apply F.H.S. violations on assigned projects.
- 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 technical engineering 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 be 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 PROJECTS COORDINATOR

MINIMUM QUALIFICATIONS:

Graduation from a junior college with an A.A. Degree in Building Construction, Engineering, or related field, plus two (2) years of actual journeyman level skilled trades work experience, and two (2) years of progressively responsible building trades and inspection experience performing most of the duties and responsibilities above, or an equivalent combination of education, training, and experience. Will be required to obtain Department of Education certification as a Construction Inspector, in compliance with State Board of Education Regulations, Chapter 6-A2.23. Possession of a valid State of Florida Class E noncommercial driver's license.

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.

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.

TECHNICAL PROJECTS COORDINATOR

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Technical Projects Coordinator - NR