



TECHNOLOGY CONSTRUCTION PROJECT COORDINATOR

Revised Job Description
Job Code:639TCC
Bargaining Group: PEA/6
December 13, 2016

Position Summary

Perform responsible work providing technology construction project coordination on projects requiring routine installation and operation; act as departmental liaison with District technology staff; and performs related duties as assigned.

Reporting Relationship

Work under the general direction of a department manager

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Develop and maintain design standards related to select building automation, audio/ visual systems, security and other low voltage systems used in district buildings.

Establish performance criteria for impacted systems during the construction phase.

Develop the commissioning requirements for each assigned project.

Monitor and perform, when required, the commissioning of all appropriate systems to ensure completion and quality of the work, including basic software and programming functions

Manage the use and operation of enterprise level system organization.

Operate software systems in the daily operation of appropriate systems.

Determine scope of technology infrastructure projects by visiting buildings to visually inspect what a project might entail (e.g., what equipment may need to be purchased); ensure floor plans and written specifications are appropriate for the scope of the project.

Review and compare equipment and products for potential use in projects in order to recommend the highest quality at the best price.

Monitor the bidding process; ensure that low bids conform to the project design.

Develop cost estimates for projects or works with the Project Managers and data consultants to develop a Request for Proposal based upon the schematics, scope and design of the proposed project.

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Responsibilities (continued)

Monitor the construction phase of projects; attend weekly meetings with Project Managers, consultants and contractors as needed; ensure that projects are on schedule and within budget.

Monitor the work of contractors on site as needed.

Coordinate involvement of other District employees with projects as necessary.

Respond to inquiries relating to assigned projects.

Coordinate warranty related work; contacts manufacturers to resolve issues if there are problems with equipment or materials provided.

Review all paperwork related to projects such as contract estimates, change orders and invoice summaries.

Assist the Project Managers with the compilation of the necessary information for grant and/or federal funding.

Serve as a member of project teams for projects of all sizes; assist with defining the scope, design, budgeting, scheduling and other project requirements; provide information relating to technology and data construction requirements; assist with the ongoing problem solving and coordination of the projects.

Develop operational instructions and staff training on the operation of all audio/ visual systems.

Create internal user documents and train all necessary personnel in the setup and use of the system

Perform other related duties as assigned.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Strong knowledge of presentation, audio/ visual conferencing, control systems, paging/ intercom systems, MATV, CCTV, educational and security systems.

Considerable knowledge of the techniques for providing good customer service.

Working knowledge of project management practices.

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Knowledge, Skills and Abilities (continued)

Working knowledge of government procurement policies and procedures.

Working knowledge of building codes.

Working knowledge of electrical requirement for wiring, panels and outlets.

Working knowledge of technology equipment and infrastructure design.

Working knowledge of basic budgeting and financial management principles.

Working knowledge of research methodology and techniques.

Strong interpersonal skills and the ability to develop successful working relationships with persons representing diverse cultural, ethnic and socio-economic backgrounds.

Strong organizational skills.

Strong communications skills both verbally and written.

Considerable ability to evaluate information and prepare recommendations.

Considerable ability to communicate effectively, both orally and in writing.

Ability to manage multiple tasks simultaneously and adjust to shifting priorities.

Working ability to plan, organize and implement projects.

Minimum Qualifications

Bachelor's degree in an engineering discipline and two years of professional level work experience involving the coordination of technology construction projects or related work experience or an associate's degree in an engineering discipline and four years of professional level work experience involving the coordination of technology construction projects or related work experience.