

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6875  
Pay Grade: C04

FLSA: Exempt

**COORDINATOR, NEW CONSTRUCTION**

**MAJOR FUNCTION:**

Performs entry level technical and professional duties coordinating, planning, and scheduling, of project related activities for new construction, renovations, and remodeling of school plants. Assists in evaluating projects, assuring compliance and recommending standards for new construction sites. Work is routine to moderately complex, with responsibility for timely completion of preliminary phases on assigned new construction projects, under direct supervision. Work requires the use of discretion and the exercising of independent judgment in handling most assigned responsibilities.

**DUTIES AND RESPONSIBILITIES:**

- Assists with the coordination and planning of new school plants with a designated Professional Architect/Engineer, School Administration, 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 PA/E's.
- Serves as liaison with Project Architects and Engineers throughout contract administration on construction of new facilities; assists in developing specifications and drawings for bids.
- Assists in recommending 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 and contractor to ensure compliance in the design and construction of major new construction projects.
- Attends meetings with SBA staff and Project Architects/Engineers; may initiate meetings, as required.
- Writes School Board agenda items for presentation to immediate supervisor.
- Prepares Review Comment and Additional Approval letters, correspondence, and memos to the PA/E's and State DOE to coordinate various project phases and resolve problems; obtains DOE approval on project phases prior to construction.
- Responsible for data compilation to initiate advertising for the Project Architect and participating in the bid process for contractors.
- Reviews and evaluates preliminary plans and specifications; assists in preparing contract documents and making recommendations for awarding construction contracts.
- Applies formal technical knowledge of architectural design and engineering principals and methods, as they relate to pre-construction 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 related work, as required.

## **COORDINATOR, NEW CONSTRUCTION**

### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited college with a Bachelor's degree in Engineering, Architecture, or a related field, plus one (1) year related work experience; knowledge of the commercial construction industry desirable; or an equivalent combination of education, training, and 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 Uniform Building Code Inspector, in accordance with Sections 235.26(3) and 235.30, Florida Statutes. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 11/81 WMP; REVISED: 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

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.

**COORDINATOR, NEW CONSTRUCTION**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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				

Coordinator, New Construction - PTS