

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 7288  
Pay Grade: D14

FLSA: Non-Exempt

**SENIOR TECHNICAL PROJECTS COORDINATOR**

**MAJOR FUNCTION:**

Performs responsible, advanced technical project coordination and inspection work on major construction projects or systems 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 the general supervision of a senior level engineer.

**DUTIES AND RESPONSIBILITIES:**

- Responsible for major system/project contracts, their intent, specification, format, contract administration and completion (e.g. HVAC, Electrical, Structural).
- Responsible for the assessment of school facility needs relative to major systems, their design, application, equipment, materials and subsequent installation of maintenance.
- Responsible for ongoing and final project inspection for contracted work for conformance to blueprints and contract specification; applies State Uniform Building Code and DOE 6A-2 requirements for compliance; may apply F.H.S. violations on assigned projects.
- Responsible for the coordination, scheduling and lead supervision of trades people engaged in the installation and replacement of new systems and the maintenance/report of existing units throughout the facilities in the entire school system.
- 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 to assigned project area; sets up meetings and coordinates planning projects.
- Recommends mechanical, electrical, or other major system designs, applications and equipment pertinent to cost factors reflecting time, labor and materials to support project proposals.
- Recommends new or alternative project needs, corrective action or alternative practices and methods to ensure successful completion of project 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.
- Attends and participates in pre-bid meetings; prepares bids for outside contract work
- Compiles, writes and presents engineering, technical and cost reports for projects involving major systems, and their subsequent progress status reports. Prepares reports of alterations, sketches of installations which deviate from blueprints and contracts and reports such changes for incorporation on master blueprint or initial report.
- 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.

## **SENIOR 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 journeyman level skilled trades work experience, and four (4) years progressively responsible building trades and inspection experience, including one (1) year in a supervisory capacity 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 WC: 8/04 LM.

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.

## SENIOR TECHNICAL PROJECTS COORDINATOR

<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				

Senior Technical Projects Coordinator - NR