

## **CONSTRUCTION PROJECTS SPECIALIST**

### **DEFINITION**

Under general supervision performs technical and administrative support activities for the District's Facilities Planning and Management Department; provides highly responsible administrative support to the District's construction and facilities maintenance projects; serves as the "point of contact" between departmental personnel, external contractors, and professionals.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Manager, Facilities Support Services. Exercises no supervision of staff.

### **CLASS CHARACTERISTICS**

This is a journey-level administrative classification performing specialized administrative assistance involved in the District's facilities, construction, and maintenance projects. Incumbents in this classification maintain the records for multiple construction projects. This class is distinguished from the Construction Projects Manager in that the latter is responsible for more complex and higher-level technical work related to the District's construction projects and exercises a higher level of discretion and independent decision-making.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Plans, organizes, and carries out administrative and office support assignments related to the District's Facilities Planning and Management Department projects as related to project construction files and contracts.
2. Develops and maintains computerized and manual records management systems for the District's official documents as related to construction projects; maintains accurate and detailed records, verifies accuracy and completeness of project files, and researches and resolves discrepancies and omissions.
3. Maintains District contracts and insurance and licensing for outside contractors and vendors; ensures compliance with District policies and procedures.
4. Enters project schedules and budgets to master tracking system; tracks, monitors, and reports project expenditures; assists with construction project progress payments; works with project team to ensure accurate and timely payments; reconciles estimated versus actual construction costs and follows up on discrepancies; reviews Request for Information (RFI), submittals, and payment applications to ensure compliance with contract specifications.
5. Schedules, coordinates, and attends planning, design, and construction progress meetings; acts as meeting secretary including preparing informational packets for meeting participants, setting up for meetings, and recording, transcribing, maintaining, and disseminating the minutes/meeting notes to participants.
6. Obtains competitive bids and cost proposals for project materials and services from contractors, materials suppliers, and specialty vendors; monitors and reports on status of orders; coordinates with Accounts Payable personnel to ensure that requisitions for services and supplies are paid in a timely manner.
7. Prepares Board Agenda items, such as consultant approvals and bid project change orders.
8. Collects, maintains, and submits project documentation to the States Architects office to ensure timely close out of project files.
9. Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area;

- checks and tabulates standard mathematical and statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
10. Composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, financial, and reports, and correspondence for department staff; inputs and retrieves data; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
  11. Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
  12. Coordinates and integrates department services and activities with other District departments and outside agencies.
  13. Operates a variety of standard office equipment.
  14. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
  15. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Proper terminology, materials, and equipment used in the construction trades within areas of responsibility.
2. Facilities planning processes and procedures.
3. Division of the State Architect project documentation requirements.
4. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned, including Public Contract Code as it relates to the Procurement of Construction Services and project bidding process.
5. Business arithmetic and basic financial and statistical techniques.
6. Record-keeping principles and procedures.
7. Modern office administrative support practices and procedures, including the use of standard office and computer equipment.
8. Computer applications related to the work, including word processing, database, and spreadsheet applications.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Perform responsible administrative support work with accuracy, speed, and general supervision.
2. Provide varied and responsible office administrative work requiring the use of tact and discretion.
3. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
4. Interpret and apply administrative and departmental policies and procedures.
5. Respond to and effectively prioritize multiple phone calls and other requests for service.
6. Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility.
7. Compose correspondence and reports independently or from brief instructions.
8. Make accurate arithmetic, financial, and statistical computations.
9. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
10. Establish and maintain a variety of filing, record-keeping, and tracking systems.

11. Organize own work, set priorities, and meet critical time deadlines.
12. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and three (3) years of responsible administrative support experience, which includes at least two (2) years in construction, architecture and/or facilities management.

**Licenses and Certifications:**

- The incumbent may periodically be required to travel to a variety of locations. If required to operate a vehicle in the position, employees must demonstrate possession of a valid California Driver's License.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; may be required to operate a motor vehicle and to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.