



**SPECIAL PROJECTS COORDINATOR**

**SALARY GRADE:** [C3-64](#)

**DEFINITION:**

Under general supervision, oversees the coordination of facilities planning and activities, which includes the State Capital Outlay Program and the Facilities Master Plan; coordinates the gathering of information, maintains appropriate records, and prepares vital reports. Interprets federal, state, and local regulations; serves as a liaison with agencies that issue regulations.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Oversees the coordination of facilities planning and activities, which includes the State Capital Outlay Program and the Facilities Master Plan; identifies scope and estimates of construction projects; coordinates the gathering of information, maintains appropriate records, and prepares vital reports.
2. Keeps the Executive Director of Facilities, Operations, and Construction Management apprised of progress towards planning goals; takes corrective action when necessary.
3. Conducts planning, budgeting, and implementation of activities related to District-wide utilities acquisitions; verifies and processes utilities and phone payments (i.e. cell phone, fuel), record usage, and expenditures; submits information to appropriate personnel; updates files as necessary.
4. Participates in District-wide sustainability practices, particularly related to reduced energy consumption, increased self-generation energy capacity, alternative fuel vehicle acquisitions, waste minimization, and other related activities; provide usage and trend analysis and interpret results.
5. Establishes and maintains budgetary reconciliations, claims, and reimbursement schedules with contractors and state agencies; maintains appropriate reports and records as required by federal, state, and local regulations; serves as liaison with the agencies responsible for enforcement of the regulations.
6. Identifies projects and sources of funding, such as the State Capital Outlay program, bond funding, and energy rebates, and grants; writes fund proposals to obtain allocations; recommends and prioritizes projects; submits follow-up reports and documentation to appropriate personnel.
7. Maintains District-wide vehicle inventory; identifies replacement needs and researches equipment and pricing; submits recommendations to appropriate administrator; monitors dispensing of fuel and maintains journal of chargebacks.
8. Administers online work order system; assign and delete users; reviews and maintains access list; interfaces with vendor on invoicing and system troubleshooting; administers the state chancellor's office web system used to electronically manage state capital outlay and Facilities and Operations web page.
9. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
10. Responds to immediate safety and/or operational concerns for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
11. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
12. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
13. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
14. Performs other related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. California public Contracts Code, Education Code, State of California Capital Outlay program, and the Scheduled Maintenance Program.
2. Principles of project planning and budget preparation.
3. Generally accepted construction principles and practices as related to public works and schools.
4. State regulations and programs affecting community college facilities.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Take leadership in collaborating with contractors, management, and staff in coordinating and overseeing projects.
3. Interpret and apply federal, state, local, and District regulations and policies.
4. Make effective presentations.
5. Analyze complex situations independently and accurately adopt an effective course of action.
6. Prepare correspondence to campus clients and outside vendors.
7. Research, compile and generate district-wide, and state, reports.
8. Maintain accurate records on completed assignments.
9. Understand and carry out oral and written instructions.
10. Observe safety requirements and safe work practices and methods as required.
11. Establish and maintain cooperative work relationships.
12. Work independently and under minimal supervision.

### **Education**

Any combination equivalent to a Bachelor's degree in a related field. Master's degree preferred.

### **Experience**

Five years increasingly responsible experience in the administration of facilities planning, projects and programs.

### **License or Certification**

Possession of a valid class C California driver's license.

## **WORKING CONDITIONS:**

### **Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Includes travel to conduct work.

### **Physical Abilities:**

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Approved: December 2008; Revised: May 2014