

Jurisdiction: Ithaca City School District
Jurisdictional Class: Competitive
Adopted: 11/21/94
Revised: 11/15/00, 06/05/19, 09/07/22
Title changed from Facilities and Project Coordinator 06/05/19

CAPITAL PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for planning, coordinating and overseeing capital improvements to school district buildings, facilities and grounds. The incumbent has additional facilities management responsibilities in areas such as utilities management, capital assets management, service and maintenance contract management, and the coordination of code compliance activities. The work is performed under the general supervision of the Superintendent of Schools (or cabinet-level designee), with considerable leeway granted for the exercise of independent decision-making and action. The Capital Project Coordinator assists the Director of Facilities III with the supervision of maintenance, custodial, grounds, and support staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares bid specifications for small capital projects and assists architects in the preparation of bid specifications for larger capital projects;
Reviews bids and makes recommendations as to the awarding of contracts;
Oversees contracts in progress and monitors and inspects work to ensure compliance with contract plans and specifications;
Develops preliminary plans, cost estimates and related construction documents for projects of limited scope; assists architects and other professional service providers in the preparation of plans, cost estimates, and related construction documents for projects of larger scope;
Oversees payment of district utility bills, monitors utility usage, and makes recommendations for more cost-effective methods of obtaining and/or utilizing energy;
In conjunction with supervisor and peers, establishes long-range plans and priorities for capital improvements;
Coordinates and oversees service contracts for fire alarm systems, public address systems, exterminations, security systems, clock systems, elevator maintenance and repair, and kitchen hood extinguishers, and serves as liaison between school district staff and contractors;
Coordinates and facilitates school district compliance with applicable building and fire codes;
Conducts inventories of district assets, including furniture and equipment, and establishes and maintains capital assets preservation plan;
Conducts needs analyses and surveys such as space utilization surveys, floor covering replacement surveys, etc. in preparation for capital projects;
Coordinates directly with Director of Facilities III to organize, inventory, and maintain all school district blueprints as they relate to capital projects;
Prepares and maintains a variety of records and reports, in both written and computerized formats;
Reviews district work requests, estimates cost and time to do work, and assigns work to appropriate staff;
May serve as Clerk of the Works on capital projects of limited scope.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices, materials and tools used in the mechanical and building construction trades; thorough knowledge of the applicable codes, laws, rules and regulations governing the design, construction, and renovation of buildings, facilities and mechanical systems; computer literacy; ability to prepare preliminary budget and renovation estimates; ability to read and interpret plans, specifications, and blueprints; ability to develop work specifications and contract documents; ability to apply a critical attitude in the inspection and evaluation of work completed or in progress; ability to analyze needs and establish priorities; ability to establish and maintain effective working relationships with others; ability to read and interpret complex written material; ability to prepare a variety of reports, including tabular and statistical reports; mechanical aptitude; initiative and resourcefulness; integrity; good professional judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Engineering, Construction Technology or a closely related field with similar curriculum, and two (2) years of supervisory experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, or mechanical systems; or
- B. Possession of an Associate's Degree in Engineering Science, Construction Technology or a closely related field with a similar curriculum, and four (4) years of experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, or mechanical systems, at least two (2) years of which must have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience in the design, construction, maintenance, repair or inspection of buildings, related facilities, structural construction projects, or mechanical systems, at least two (2) years of which must have been in a supervisory capacity; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.