



COORDINATOR, SPECIAL PROJECTS

GENERAL RESPONSIBILITIES

Under the leadership of the assigned Assistant Director of Maintenance Services, the position is responsible for providing technical expertise to plan, manage, direct and coordinate division-wide facility summer/special projects. In addition, the position is responsible for overseeing and coordinating the work of the Building Managers.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Evaluate maintenance requests, set priorities, process work assignments and schedule the maintenance and repair of facilities including summer and special projects; ensure the quality and quantity of work.
- Manage the maintenance, repair, integration, modification and installation of all systems and equipment associated with special and summer projects.
- Establish and maintain a reliable network of vendors and suppliers to ensure the cost-effective and timely support of the function.
- Establish and communicate the level of quality and safety expected in the performance of coordinating projects.
- Evaluate the material condition of all facilities, research solutions for structural problems.
- Ensure emergency calls, daily or after hours, are investigated and completed.
- Verify and approve purchase requisitions for materials and contracted work.
- Monitor inventory and control of tools and equipment.
- Interact with staff at facilities where projects are ongoing to ensure minimal impact on the facility and staff.
- Work collaboratively to coordinate interdepartmental projects.
- Review specifications for contracted work during yearly maintenance budget; prepare the assigned annual budget for submission to the Director.
- Ensure all permits/licenses are up to date; work collaboratively with the City Permits Office to resolve issues.
- Solicit, verify and approve proposals of work by various contractors.
- Analyze and negotiate change order proposals for scope, schedule and price; provide recommendations for execution by VBCPS.
- Review drawings and specifications for projects; provide input regarding renovations and new construction plans.
- Verify and ensure contractors are performing work in accordance with contract documents.
- Collaborate with the Office of Employee Relations to counsel and resolve personnel issues for assigned staff.
- Prepare and/or review staff evaluations on an annual basis.
- Participate as part of an interview committee for job applicants, as assigned.
- Perform related work as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Must have a comprehensive knowledge of the principles and practices of trades as applied to the maintenance and repair of large buildings and related facilities. Must have a thorough knowledge of the equipment, tools, materials, hazards, and necessary safety precautions involved in maintenance work. Must be able to demonstrate sustained superior performance with emphasis on thoroughness, dependability, and professionalism. Must have the ability to communicate the scope and requirements of projects to others and plan, organize and successfully complete multiple, unrelated simultaneous projects. Must have the ability to establish and maintain effective working relationships with colleagues, administrators, and staff; plan work independently; and prepare plans, specifications, and estimates. Must be skilled in the use of a computer and associated software necessary to perform the job. Must have excellent verbal and written communication skills leadership, analytical, reasoning, and organizational skills.

EDUCATION AND EXPERIENCE

Required: Minimum of five (5) years' experience in a field related to maintenance projects and activities.

Preferred: Bachelor's Degree in related field. Experience working in multiple trades and at least two (2) years of supervisory experience.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, stooping, grasping, fingering, repetitive motion, reaching, and driving. Occasional crouching and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, extreme vibrations, hazards such as electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 pounds frequently and up to 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license

Regular and reliable attendance is an essential function of this position.