

**ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION**

PROJECT COORDINATOR I – FACILITIES SPECIALIST

POSITION: Project Coordinator I - Facilities Specialist

REPORTS TO: Director of Maintenance

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Facilities Specialist shall provide administration of projects for various facilities for which St. Mary's County Public Schools is responsible. This includes work planning; knowledge of design process, facilities, and equipment; and contract management.

ESSENTIAL FUNCTIONS:

- Performs institutional/commercial construction cost estimating for projects with a construction value of several million dollars;
- Manages and inspects institutional/commercial projects throughout the design, procurement and renovation/alteration, repair or replacement process;
- Reviews and writes renovation/alteration, repair or replacement process scopes of work ; and
- Demonstrated knowledge of institutional/commercial building codes, life safety codes, and American with Disabilities Act (ADA) and possess the ability to develop solutions to meet requirements.

DUTIES AND RESPONSIBILITIES:

- Assists in the planning, coordination, and inspection of school facilities to provide quality results to renovation/alteration, repair or replacement projects;
- Assists in the development of cost reduction studies, specification analysis and cost estimates for the renovation/alteration, repair, replacement and maintenance of St. Mary's County Public Schools facilities, systems, and equipment;
- Analyzes and maintains project expenditures. Assists in the preparation of contracts for purchase and delivery of goods and services;
- Prepares reports for all levels of management within and outside of the organization. Makes presentations to groups relative to facilities planning needs/goals, facilities project status, and program overviews;
- Composes and prepares correspondence for review and signature by the Director of Maintenance, the Assistant Superintendent, or the Superintendent of Schools;
- Assures that renovation/alteration, repair or replacement is completed in accordance with plans, specifications, and scope of work;
- Makes on-site visits to sites for purposes of evaluation and assessment of renovation/alteration, repair or replacement projects and general facilities conditions;
- Assists in the establishment, review, and feedback process on various procedures within the department;
- Makes recommendations for the purchase of equipment and services as appropriate;
- Ensure that training programs for assigned area are up-to-date and consistent with all applicable procedures, policies, standards and guidelines;
- Reviews and recommends maintenance, project or work requests; suggest and implement solutions and alternatives as appropriate;

- Review, adjust, schedule and control work sequences; consult with customers on work sequences, material delivery and other pertinent information;
- Reviews and recommends resource allocations and provide direction on prioritization strategies and departmental impact;
- Explore, identify and participate in initiatives, processes and procedures to improve operational efficiencies while assuring quality; ensure implementation of appropriate improvement initiatives and continually solicit recommendations for consideration;
- Review and evaluate suggested changes to new and existing continuous quality improvement practices; approve and implement as appropriate;
- Inspects school facilities to identify preventive maintenance, systematic and programmatic improvements;
- Works to help coordinate and communicate contracted and internal work schedules; and
- Performs any duties and other responsibilities as assigned by the Director of Maintenance.

QUALIFICATIONS:

An associate's degree in construction management, architecture, mechanical, electrical, or civil engineering, or a related field and two (2) years experience in institutional/commercial facility planning, design, and facilities maintenance is preferred. A minimum high school diploma or equivalent is required plus any combination of experience and training that would provide the following knowledge, abilities, and skills: Thorough knowledge of principles, practices, and methods of institutional/commercial facilities maintenance planning and management and knowledge of basic institutional/commercial maintenance and operational principles and practices. Possess and maintain a valid driver's license with no more than the equivalent of four (4) points in the State of Maryland.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on EASMC-ESP salary schedule for twelve-month seven hour employees – Range 29.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP