

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FACILITIES AND PROJECTS SPECIALIST

BASICFUNCTION:

Under supervision of the Planning Project Supervisor, to assist with the coordinating, evaluating and estimating time and material requirements for routine and special maintenance assignments and projects; assist in the preparation of contract specifications and requests for quotations; assist in the monitoring of contractors' performance and project progress to assure compliance with contract; maintain files and records in the Planning Department.

REPRESENTATIVE DUTIES:

Assist in the coordination, evaluation and estimation of deferred maintenance and projects. **E**

Inspection of deferred maintenance, developer fees and Maintenance Assessment District construction projects. **E**

Confer with Assistant Superintendent, site administrator, teachers and management for District wide move; prepare guideline and instruction for site moves; coordinate moves with contractor, site administrators, teachers, construction management and District management, including room by room walk, times, dates and classroom set up. **E**

Schedule and coordinate lead and asbestos abatement at District sites for modernization and maintenance projects; maintain and distribute abatement clearances, manifest reports and records; coordinate project with site administrator, teachers, project management, District management as well as supervisors and contractors. **E**

Conduct building inspection for painting and roofing projects, survey for possible lead and asbestos presence in those areas, maintain records. Walk site with manufacturer for special conditions in preparing specifications. **E**

Inspection of contractors' project and review invoices for payments, submission to the State for reimbursement. **E**

Assist in preparation of specification for outside contractors, request quotation, inspect work of outside contractors working for the District to assure compliance with contract specifications, timelines and applicable codes and regulations. **E**

Assist in the preparation of reports with supervisors, management and Director-Facilities regarding new bond measures. **E**

Telephone contact with vendors and contractors to confirm vendor lists, etc. **E**

Prepare plans and material lists from routine maintenance work orders and inspection reports; order appropriate supplies and materials. **E**

Generate construction progress and expenditure reports. **E**

Assist in estimating of maintenance and construction projects. **E**

Assist in the preparation of specifications for outside contracts; request quotations. **E**

Confer with administrators regarding work requests, priorities and maintenance needs at various District facilities; assist in scheduling projects to cause minimal disruption to school and District activities. **E**

Confer with Maintenance and Operations personnel and assist in setting priority schedule. **E**

Maintain records and prepare reports using a computer. **E**

Provide detailed spreadsheets of the history of all school sites. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of job planning, estimating and scheduling.

Systems and equipment used in the maintenance of facilities including heating and ventilation, structural, plumbing and electrical systems.

Blueprint reading and technical drawings.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Basic bid preparation methods and requirements.

Interpersonal skills using tact, patience and courtesy.

Basic computer data entry.

Department of State Architect (DSA) rules and regulations.

Title III of the Americans with Disabilities Act, Public Law 101-336.

ABILITY TO:

Assist in the development of working procedures, material and labor requirements for repair and alteration of physical plant equipment and facilities.

Establish and maintain effective working relations with maintenance, operations and District staff personnel.

Assist in the preparation of reports to support recommendations for maintenance, operations and alterations of physical facilities.

Read blueprints, shop drawings and sketches.

Maintain records and prepare reports.

Use a computer workstation to provide detailed spreadsheets and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by courses in electrical, structural or mechanical systems and two years' experience in facilities planning, maintenance or general construction.

Experience in facilities inspection, estimating or job scheduling is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment. Asbestos Containing Building Materials (ACBM) training.

WORKING CONDITIONS:

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting heavy objects. Possible exposure to asbestos.