

# SCHOOL DISTRICT OF MARION COUNTY

## JOB CLASSIFICATION DESCRIPTION

**LEVEL/POSITION:** DESIGN COORDINATOR 2.13

**AREA:** FACILITIES DEPARTMENT

### **DISTINGUISHING CHARACTERISTICS OF WORK:**

This is responsible administrative work in the coordination of design and planning of all new construction, remodeling, and renovation projects. This employee supervises related staff within the Facilities Department. Work is performed under the direction and supervision of the assigned administrator.

### **EXAMPLES OF WORK PERFORMED:**

**NOTE:** These examples are intended only as illustrations of the various types of work performed in a position allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plan, prepare and administer design related documents such as scopes of work and contract documents.
- Coordinate the development of scopes of work, plans and specifications of all school system facilities projects.
- Assist the Facilities administrator with the planning for projects, including site studies and sketches.
- Assist in the selection and supervision of design professionals, contractors, and other specialists employed to perform facilities related work for the district.
- Administer performance of design contracts and coordinate and supervise the efforts of architects and consultants to ensure attainment of specified design quality standards.
- Prepare and present written and oral project status reports as requested.
- Ensure the qualities of workmanship and materials for all projects.
- Ensure that payments to architects and consultants are for goods and/or services received.
- Assist in the development and maintenance of the department's master design criteria and master specifications.
- Perform evaluations of architects and other consultants.
- Supervise assigned personnel, conduct required performance appraisals, and make recommendations for appropriate employment actions.
- Coordinate facilities design plan reviews with district staff and the Building Official and the Building Code Compliance Office, and ensure that all review comments are incorporated into the design documents.
- Perform and supervise inspections, as may be needed. Ensure that all construction, remodeling, and renovation activities are designed and built in accordance with the State Requirements for Educational Facilities (SREF) and other applicable local, state and national codes, rules and regulations.
- Maintain the districts facilities inventory program (F.I.S.H.)
- Assist the department with the school plant survey process and records.
- Perform related duties as assigned.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Written and oral communication skills; ability to drive a vehicle. Light Work: Exerting up to 20+ pounds of force occasionally and/or up to 10+ pounds of force as frequently as needed to move objects.

**MINIMUM TRAINING AND EXPERIENCE:**

Bachelor's Degree in Architecture, Building Construction, or related field. Three (3) years verifiable, successful experience in a related field. Technical knowledge of design and construction of school facilities. Working knowledge of Florida School Law and State Requirements for Educational Facilities. Basic computer knowledge and skills; strong management and people skills. Must possess a valid Florida driver's license.

Technical Support Salary Schedule -70

Board Approved: 6/8/04