

College of the Redwoods

Position Description

Position: Construction Projects Specialist	Position Number:
Department/Site: Facilities/Maintenance	FLSA: Non-Exempt
Evaluated by: Program Manager Capital Construction	Salary Grade: 120

Summary

Under general supervision performs technical and administrative support activities for the District's Facilities Planning and Maintenance Department; provides highly responsible administrative support to the District's construction and facilities maintenance projects; serves as the "point of contact" between departmental personnel, external contractors, and professionals.

Essential Duties and Responsibilities

- Plans, organizes, and carries out administrative and office support assignments related to the District's Facilities Planning and Management Department projects as related to project construction files and contracts.
- Develops and maintains computerized and manual records for the District as related to construction projects; maintains accurate and detailed records, verifies accuracy and completeness of project files, and researches and resolves discrepancies and omissions.
- Enters project schedules and budgets to master tracking system; tracks, monitors, and reports project expenditures; assists with construction project progress payments; works with project team to ensure accurate and timely payments; reconciles estimated versus actual construction costs and follows up on discrepancies; reviews Request for Information (RFI), submittals, and payment applications to ensure compliance with contract specifications.
- Schedules, coordinates, and attends planning, design, and construction progress meetings; acts as meeting secretary including preparing informational packets for meeting participants, setting up for meetings, and recording, transcribing, maintaining, and disseminating the minutes/meeting notes to participants.
- Prepares Board Agenda items, such as consultant approvals and bid project change orders.
- Maintains District contracts and insurance and licensing for outside contractors and vendors; ensures compliance with District policies and procedures.
- Obtains competitive bids and cost proposals for project materials and services from contractors, materials suppliers, and specialty vendors; monitors and reports on status of orders; coordinates with Accounts Payable personnel to ensure that requisitions for services and supplies are paid in a timely manner.
- Collects, maintains, and submits project documentation to the States Architects office to ensure timely close out of project files.

- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard mathematical and statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Composes, types, edits, and proofreads a variety of documents, including forms, memos, administrative, statistical, financial, and reports, and correspondence for department staff; inputs and retrieves data; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Operates a variety of standard office equipment.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Proper terminology, materials, and equipment used in the construction trades within areas of responsibility. Facilities planning processes and procedures. Division of the State Architect project documentation requirements. Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned, including Public Contract Code as it relates to the Procurement of Construction Services and project bidding process. Business arithmetic and basic financial and statistical techniques. Record-keeping principles and procedures. Modern office administrative support practices and procedures, including the use of standard office and computer equipment.

Computer applications related to the work, including word processing, database, and spreadsheet applications. English usage, grammar, spelling, vocabulary, and punctuation. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff and convey a positive image of the College.

▪ Abilities

Perform responsible administrative support work with accuracy, speed, and general supervision. Provide varied and responsible office administrative work requiring the use of tact and discretion. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities. Interpret and apply administrative and departmental policies and procedures. Respond to and effectively prioritize multiple phone calls and other requests for service. Interpret, apply and explain applicable District policies, rules, and regulations related to areas of responsibility. Compose correspondence and reports independently or from brief instructions. Make accurate arithmetic, financial, and statistical computations. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work. Establish and maintain a variety of filing, record-keeping, and tracking systems. Organize own work, set priorities, and meet critical time deadlines. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs. Use English effectively to communicate in person, over the telephone, and in writing. Understand scope of authority in making independent decisions. Review situations accurately and determine appropriate course of action using judgment

according to established policies and procedures. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

▪ **Physical Abilities**

Requires sufficient ambulatory ability to walk to district locations, to stand for intermittent periods of time, and to bend and stoop to retrieve work materials. Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level. Requires visual acuity to create and read three-dimensional and detailed drawings and observe structural work-in-progress. Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.

▪ **Education and Experience**

The position typically requires an Associate's degree with a major in business, construction management, or related discipline and five years of progressively responsible administrative experience supporting construction, engineering, or architectural projects. Additional pertinent and progressively responsible experience may substitute for some post-secondary education.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed in an office setting with minimal exposure to safety considerations.