

Project Coordinator (2 Positions Available) (Funded by Measure H)

San Mateo County Community College District

Posting Number: 2014809S

Department: Facilities / Public Safety DIST (DEPT)

Location: District Office

Position Number: 1CC004 and 1CC029

Percentage of Full Time: 100%

FLSA: Non-Exempt (accrues overtime)

Months per Year: 12

Salary Range:

Note:

Min Salary: \$67,812 (annual)

Max Salary: \$105,408 (annual)

Position Type: Classified Positions

Who We Are:

The San Mateo County Community District is committed to achieving educational equity for all students. As outlined in the District's Strategic Plan, "success, equity, and social justice for our students are longstanding goals." The District's <https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf> is focused on "Student Success, Equity and Social Justice." We provide students with a rich and dynamic learning experience that embraces differences — emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders. When you join our team at San Mateo County Community College District, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, classified staff, administration, students and community partners.

The College and the District:

The San Mateo County Community College District is home to Cañada College, College of San Mateo, and Skyline College. All three of our colleges are designated as Hispanic Serving Institutions enrolling approximately 33,000 students each academic year. San Mateo County Community College District has a diverse student population that is a reflection of the communities that it serves. Detailed information

about the student population, including data related to student success, can be found on the <https://www.smccd.edu/factbook>

#### Who We Want:

We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities and orientations. Therefore, we prioritize applicants who demonstrate they understand the benefits diversity brings to a professional educational community. The successful candidate will be an equity-minded individual committed to collaborating with faculty, classified staff, administration, students and community partners who are also committed to closing equity gaps. The San Mateo County Community District seeks employees who value mentorship and working in a collegial, collaborative environment, guided by a commitment to helping all students achieve their educational goals.

#### The Position:

Under the direction of an assigned Facilities Planning Manager, acts as one of the District's representatives to oversee, plan, organize, and coordinate, the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District capital and maintenance projects. The Project Coordinator acts as the liaison between project stakeholders and contractors, subcontractors, design professionals, consultants, and engineers during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital and maintenance projects. Public contact is extensive and involves outside agency and organization representatives, staff, students, and the general public for the purpose of exchanging policy, technical, and procedural information. A high degree of independent judgment and creativity are required to resolve a variety of minor and major problems that arise. Consequences of errors in judgment can be costly in employee and staff time, public relations and money. A Project Coordinator can lead the work of clerical and student staff as assigned.

Candidates who are selected to advance will be hired as a Project Coordinator I or Project Coordinator II based upon qualifications.

This is a temporary position limited to Project Coordinator performing work in support of Measure H bond projects and may be eliminated once the funding has been exhausted.

#### Duties and Responsibilities:

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Represents the Facilities Planning Department at District and college meetings and at meetings with other agencies
2. Participates in the development of project plans, design, and budget preparation
3. Oversees activities for a variety of District planning, design, and construction projects

4. Provides onsite coordination of construction activities for a variety of projects, including remodel, renovation, and new construction
5. Develops and maintains project programs and schedules involving external agencies, clients, consultants, contractors, and subcontractors
6. Oversees the preparation and revisions of various construction related schedules, plans, and documents
7. Acts as liaison between District faculty and staff design committees, administrative committees, design professionals and engineers, and coordinates activities of these consultants in the preparation of project design, including schematics, and preliminary and working drawings
8. Acts as project engineer and coordinates the services of executive architects, engineers, contractors and inspectors during project planning, design, and construction
9. Maintains all necessary records for planning, design, and construction activities for assigned projects
10. Oversees the providing of calculations, measurements, and documentation in the areas of Scheduled Maintenance Plans, ADA compliance, Space Inventory, and capital outlay budget change proposals
11. Coordinates construction inspection staff as assigned
12. Monitors construction and planning budgets for projects as assigned
13. Monitors and coordinates construction and planning project schedules as assigned
14. Conducts inspections of projects as assigned, coordinates project construction, closeout procedures, and arranges for official acceptance of projects on behalf of the District
15. Reviews comments on completeness and construct-ability of design documents at appropriate design and review phases of project development
16. Records pre-bid job site visits, pre-construction meetings, and construction progress meetings
17. Assists in bidding, award, and coordination of major and minor construction contracts
18. Oversees that all appropriate project documentation is prepared and completed by the respective responsible parties
19. Monitors all aspects of construction projects to facilitate completion of projects in accordance with plans and specifications and oversees schedule to monitor any potential impact on campus operations
20. Oversees that the construction work completed complies with current building codes and other regulatory requirements
21. Recommends approvals of invoice payments as appropriate based on project plan

22. Oversees building commissioning and close out phases in partnership with site maintenance personnel

23. Oversees post occupancy review process for projects as assigned

24. Promotes safe working conditions for all employees, District contractors, and consultants

25. Performs other duties as assigned

#### Minimum Qualifications:

- A combination of education and experience equivalent to an Associate degree or equivalent training in public administration, construction management, facilities management, or a closely related field
- At least one year of successful work experience of increasing responsibility in construction management or a closely related field
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Experience with research and compiling data for, formatting, and preparing statistical, financial, accounting, and other reports and records
- Possession of a valid California Driver's License (or the ability to obtain one) and the ability to drive a motor vehicle to off-site locations is required

#### Physical Requirements:

This classification requires manual dexterity; repetitive use of phone, keyboard and mouse; ability to occasionally lift, carry, push, pull, and/or move objects up to 20 pounds; sitting and viewing a monitor for extended periods of time; and ability to drive a motor vehicle to off-site locations in order to perform the essential functions.

#### Equivalence to Minimum Qualifications:

#### Knowledge, Skills and Abilities:

1. Knowledge of construction documents, such as architectural plans, bid documents, contracts, Div 00-01 documents, and CSI indexes
2. Familiarity with building codes (i.e. CALGreen, Title 24, DSA )
3. Familiarity with LEED and/or USGBC requirements
4. Knowledge of the policies, procedures, regulations, and laws pertaining to construction planning
5. Skill in respectful, sensitive communication with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds
6. Ability to work with multiple viewpoints and perspectives, and outside groups

7. Skill in strategic planning, project coordination and evaluation; work toward consensus on a course of action in a complex and multidisciplinary environment
8. Skill in budget planning, timelines, implementation, evaluation, and reporting
9. Skill in oral communication, including public speaking, individual, small and large group interaction; and ability to represent the Facilities Planning Department and the District in a professional manner
10. Skill in written communication
11. Skill in researching and formatting data and preparing complex statistical, financial, demographic, and other detailed reports
12. Skill in the use of spreadsheets, charts, and a variety of computer software to format, compose, and present accounting data, reports, correspondence, and other documents
13. Ability to work independently as well as part of a management team
14. Ability to organize and prioritize workloads effectively to meet scheduled deadlines
15. Ability to multitask, make decisions, problem solve, and follow through
16. Skill in training and leading the work of others and in managing the performance of various work groups
17. Skill in construction management of renovations, remodels, and new capital construction projects, including organizing, implementing, planning, and design
18. Ability to be a self-motivated team player
19. Demonstrated skill in working as part of a customer service team
20. Strong leadership and organizational skills

Preferred Qualifications:

Benefits:

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

Open Date: 08/21/2019

First Review Date: 09/11/2019

Open Until Filled: Yes

Special Instructions Summary:

Required Application Materials

All applicants are required to submit:

1. A completed online District application form (go to <https://jobs.smccd.edu> to complete the application and to apply for this position).
2. A resume that details all relevant education, training, and other work experience.
3. A cover letter of no more than 3 pages that addresses the applicant's cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicant's qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources  
3401 CSM Drive, San Mateo, CA 94402  
Tel.: (650) 574-6555  
Fax:(650) 574-6574  
Web Page: [www.smccd.edu/hr](http://www.smccd.edu/hr)

Conditions of Employment:

Prior to employment, the selected candidate will be required to complete the following:

1. Submit official transcripts (applies to all faculty or educational administrative positions)
2. Submit verifications of prior employment
3. Satisfactory references
4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

5. Present original documents for proof of eligibility to work in the United States
6. Approval of your employment by the SMCCCD Board of Trustees

7. Provide a certificate of Tuberculosis exam for initial employment.
8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

EEO Statement:

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

Accommodations:

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

Annual Security Report:

San Mateo County Community College District's (SMCCCD ) 2018 Annual Security Report (ASR ), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD ; and on public property within, or immediately adjacent to and accessible from SMCCCD . Our 2018 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2018 <http://smccd.edu/publicsafety/2018%20SMCCCD%20Annual%20Security%20Report.pdf> is now available. The Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. You can obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

To apply, visit: <https://apptrkr.com/1588853>

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<https://www.jobelephant.com/>  
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