

Coordinator III, Educational Facility Planning

Position Details

Job Code: U7402

Reference Code: A715

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to prepare and coordinate the educational planning and design requirements for Clark County School District schools with architectural and engineering firms designing new schools, major additions, and rehabilitation/modernization projects. This position is directly responsible to the Coordinator IV, Facilities Asset Management, Facilities Services Unit (FSU).

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Determine facility condition for buildings to measure the relative number of system deficiencies to the current replacement value of the facility and predict long-term facility management needs.
2. Review and analyze architectural and engineering proposals.
3. Develop, recommend, and interpret policies, regulations, and procedures related to assigned work.

4. Determine future renewal costs for building components to anticipate replacement of each component using values for system and component life cycles.
 5. Prepare long and short-term building management programs to extend the life of buildings through cost effective renovations.
 6. Develop preliminary timelines for project milestones and dates.
 7. Develop facility investment models for construction costs of building components to improve overall usability and/or reduce long-term maintenance costs.
 8. Maintain records of space comparisons, guidelines, standards, and other data relevant to the design of new schools.
 9. Create a Master Plan model and develop the process for its continued implementation.
 10. Create a priority list for facility replacement in accordance with District regulations.
 11. Develop the Annual Plan as a subset of the Master Plan to be created and approved yearly.
 12. Prepare design and construction programs that respond to changes in school operations, instructional requirements, or curriculum.
 13. Manage Facility Condition Assessments using District and contracted assessment teams to measure the current facility condition.
 14. Supervises and evaluates the performance of assigned staff.
 15. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of architectural, mechanical, electrical, and plumbing systems.
2. Knowledge of value engineering and total life cycle costing techniques, procedures, and practices.
3. Knowledge of construction cost estimating techniques, procedures, and practices including material quantity take-offs, labor unit-work hours, labor rate analysis, and material unit pricing.
4. Knowledge of construction cost estimating software.
5. Knowledge of historical job costing techniques.
6. Knowledge of facilities planning methodology.
7. Knowledge of personal computer (PC)-based scheduling and project management software and other applications (i.e., word processing, spreadsheets, and database programs).
8. Working knowledge of building codes, Americans with Disabilities Act (ADA), and applicable local ordinances related to Public Works projects.

9. Knowledge of construction and renovation terms, materials, techniques, procedures, and practices.
 10. Ability to communicate clearly and concisely, both orally and in writing.
 11. Ability to read and interpret architectural drawings.
 12. Ability to learn and apply established division and District procedures and regulations (District Regulation 7112R).
 13. Ability to interpret and update large data sets.
 14. Ability to analyze bids, cost proposals, and cost estimates.
 15. Ability to read, interpret, and understand construction drawings and specifications.
 16. Ability to meet predetermined deadlines.
 17. Ability to work on multiple projects simultaneously.
 18. Ability to read and understand construction schedules.
 19. Ability to coordinate action to accomplish work objectives while exercising necessary flexibility.
 20. Ability to contribute effectively to the accomplishment of unit/District goals, objectives, and activities.
 21. Ability to think logically, clearly, and independently and exercise sound judgement.
 22. Ability to work flexible hours or shifts.
 23. Ability to work cooperatively with management, co-workers, public utilities, contractors, vendors, architects/engineers, and other public entities.
 24. Ability to recognize and report hazards and apply safe work methods.
 25. Ability to analyze situations accurately and recommend a course of action.
 26. Ability to maintain understanding of construction trends and interpret the validity of those trends relative to facilities planning.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in a corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years of successful experience in building maintenance and/or construction in planning, modifying, or maintaining facilities and/or developing and managing construction budgets or schedules.

Preferred Qualifications

1. Nevada Architect registrations and American Institute of Certified Planners (AICP).
2. Experience using capital planning management software (CPMS), Vanderweil Facility Advisors (VFA) preferred.
3. Three (3) years' of successful experience in the facilities management of K-12 educational facilities.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 04/22/22
- Created: 02/02/09