

# Coordinator IV, New Construction

## Position Details

Job Code: U7403

Reference Code: A094

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule.](#)  
[12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to coordinate construction activities for renovation and remodeling. This position is directly responsible to the Director, Construction Management Department, Facilities Services Unit.

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## Essential Duties and Responsibilities

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

1. Develop, recommend, and interpret section policies, regulations, and procedures.
2. Assist in construction planning and in reviewing plans and specifications prepared by contracted architects and engineers.
3. Coordinate contract management administration with architects and engineers who design additions to schools or remodel existing facilities.
4. Prepare schedules, cost estimates, and recommendations for modernization, renovation, remodeling, additional rehabilitation projects.
5. Initiate bid proposals; accept and reviews bids for conformity with bid specifications, codes, and regulations.
6. Supervise building construction and recommend assignment of contract monitors.

7. Visit construction projects to assure conformity with plans, specifications, and regulations.
  8. Coordinate a quality control program for materials used in construction.
  9. Maintain progress reports showing status of construction projects; evaluates changes or departures from approved plan and specifications; and submits recommendations of acceptance.
  10. Control expenditures from project fund accounts.
  11. Supervise and evaluate the performance of assigned staff.
  12. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Working knowledge of all building codes, Nevada Revised Statutes (NRS), and local ordinances relating to public works projects.
  2. Knowledge of building construction process and materials.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree in construction management or a related field 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 which allows the applicant to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years' experience in construction management or construction related disciplines.

### **Preferred Qualifications**

Professional Engineers (PE)/Architect's registration (does not have to be current or Nevada issued).

**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: 04/18/22
- Created: 11/09/08