

# Coordinator IV, Facilities Asset Management

## Position Details

Job Code: U7403

Reference Code: A096

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 as the responsible administrator for supervising and managing personnel for facility claims, technology, Computerized Maintenance Management System (CMMS), warranty services, facility records, and portable planning to relieve schools that are over capacity. Coordinating the collection of data for short and long-range planning; daily identification and maintenance of comprehensive databases of all facility assets; participate in short and long-range maintenance program development planning and for capital improvement program development; establish project priorities in existing schools and support facilities; manage the Clark County School District's facilities work order process via the CMMS. This coordinator will also be responsible for creating a comprehensive plan for the regular and preventive maintenance of system assets and recommend life cycle asset replacement. This position is directly responsible to the Director IV, Facilities Asset Management, 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. Serves as the Facilities Asset Management and Maintenance Department liaison with Central Information Systems (CIS) Services/Networking Services to support network and data requirements.
2. Formulates and assists in prioritizing project programs.
3. Integrates programs to evaluate existing schools and support facilities with on-going maintenance programs.
4. Prepares resource-planning objectives and perform budget analysis for capital improvement programs.
5. Manages the department website and on-line transmission of master planning data.
6. Determines 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.
7. Determines future renewal costs for building components to anticipate replacement of each component using values for system and component life cycles.
8. Develops facility investment models for construction costs of building components to improve overall usability and/or reduce long-term maintenance costs.
9. Manages building material and systems requirements and educational specifications to determine upgrades to major systems such as heating, ventilation, air conditioning, and refrigeration (HVACR), plumbing, electrical, civil (playgrounds/asphalts), and building structural assets.
10. Maintains records of space comparisons, guidelines, standards, and other data relevant to facility inventory.
11. Creates a maintenance master plan model and develops the process for its continued implementation.
12. Develops an annual plan as a subset to a master plan; to be created and approved yearly.
13. Receives capital improvement requests from various sources for analysis, feasibility, and recommendations for approval/disapproval.
14. Makes recommendations for proper prioritization of work requests.
15. Responsible for producing statistical data and reports for internal and external use.
16. Determines facility condition for buildings to measure the relative number of system deficiencies to the current replacement value of the facility and predict long-term management plans

17. Determines future renewal costs for building components to anticipate replacement of each component using values for system and component life cycles.
  18. Prepares long and short-term building management programs to extend the life of buildings through cost effective renovations.
  19. Creates a priority list for facility and system replacement and asset renewal.
  20. Develops an annual facility management master plan as a subset of the capital master plan.
  21. Plans and coordinates the development of a preventative maintenance plan.
  22. Develops, recommends, and interprets section policies, regulations, and procedures.
  23. Coordinates and interfaces with staff and other departments (Risk Management and Construction Management) to accomplish assigned work.
  24. Prepares schedules and maintains documentation in order to report on the progress and status of assigned projects.
  25. Initiates and screens the receipt of proposals for conformity with scope, specifications, codes, and regulations.
  26. Recommends assignment of staff and ensures compliance with outside agencies, when applicable.
  27. Visits school and administrative facilities to assure conformity with plans, specifications, codes, and regulations.
  28. Maintains periodic progress reports showing status of maintenance programs; report all changes or departures from approved plan and specifications.
  29. Oversees portable building relocation and asset management programs.
  30. Controls expenditures from assigned project fund accounts.
  31. Supervises and evaluates the performance of assigned staff.
  32. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Working knowledge of Nevada Revised Statutes (NRS), Nevada Administrative Codes (NAC), building codes, and state and local ordinances, standards, and regulations related to public works projects.
2. Knowledge of State of Nevada Manufactured Housing Division requirements for the placement of classroom portables.
3. Knowledge of building construction and materials, and ability to read, interpret, and check plans and specifications.
4. Knowledge of policies, regulations, and standards pertaining to risk management, loss control, and safety programs.

5. Ability to communicate clearly both orally and in writing, and work cooperatively and harmoniously with District staff, contract personnel, general public, and public entities.
  6. Ability to coordinate communications and information between District personnel and outside agencies.
  7. Ability to analyze situations accurately and recommend a course of action.
  8. Ability to coordinate and direct response to safety concerns and complaints.
  9. Ability to understand the needs of students and staff with disabilities.
  10. Ability to interpret, apply and explain rules, regulations, policies, and procedures.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in construction management, architecture, engineering, business administration or a related field 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. Five (5) years of successful experience in building maintenance and/or construction in planning, modifying, or maintaining K-12 educational facilities.

### **Preferred Qualifications**

1. An earned degree in engineering or architecture from an accredited college or university.
2. Professional Engineer or Architect registration.
3. Advanced skill in project management related to building construction, renovation, or maintenance.
4. Advanced degrees or certification in safety, loss prevention, or risk management.

**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: 04/14/22
- Created: 06/13/17