

## Facilities Project Controls Specialist

### Definition

To provide technical support to the District Capital Improvements Program.

### Supervision Received and Exercised

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants.

### Examples Of Duties

Duties may include, but are not limited to, the following:

- Assists with the development and issuance of construction documents, project proposals and specifications; monitors project construction schedules and milestones for project completion; provides weekly project progress reports to supervisor for review and evaluation.
- Develops, maintains and monitors spreadsheet on all project closeouts with the Division of the State; provides monthly report to supervisor for review and evaluation.
- Updates and maintains filing system on all phases of projects including, planning, programming, schematic design, design development, construction, construction documents, bidding and post occupancies; provides monthly reports to supervisor for review and evaluation.
- Supports Project Manager, Construction Manager and consultants during preparation of floor plans, space programs, design layouts and project scopes and estimates.
- Updates and maintains Facility Capital Improvement Project plans and drawings of District buildings and facilities; prepares and manages working drawings, maps, charts, diagrams and facility alteration schematics.
- Provides architectural record research and document retrieval services for District, college, architect, and contractor staff.
- Confers with District staff, architects, engineers and contractors regarding construction problems, work schedules and deviations from specifications.
- Updates master utilization and building plans, reviews changes in plans and specifications.
- Reviews facilities project record for completeness and revises as-built drawings as necessary.
- Inspects college buildings and grounds to verify and identify the location of electrical, domestic water, natural gas, telephone, irrigation and fire protection systems and components.
- Tracks inventory of equipment and building mechanical systems.
- Designs, manages and updates the Facilities Planning website.
- Performs related duties as assigned.

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### Minimum Qualifications

Knowledge of:

- General drafting means and methods and tools and symbols used in preparation of construction documents.
- Advanced computer-aided drafting and experience with program software and applications, including the AutoCAD system.
- Basic principles, practices and techniques of construction project management and project scheduling, including computer-assisted construction project scheduling and cost estimating.
- Building construction materials and methods and elementary principles of architectural, civil, structural, mechanical and electrical engineering.
- Basic building systems operations, maintenance and repair requirements and processes.
- Basic algebra, geometry and trigonometry.
- Safety regulations and guidelines pertaining to facility maintenance and construction.
- Modern software applications (Microsoft Office Suite, etc.).

Skill/Ability to:

- Perform detailed inspections of facilities and building equipment.
- Read and interpret building plans and specifications.
- Create inventories, documents, construction estimations, project plans, reports and designs.
- Establish and maintain effective working relationships with those contacted in the performance of duties.
- Communicate effectively, both orally and in writing.
- Work effectively with managers, faculty and staff in a participatory and collaborative environment to accomplish the goals and objectives of the assigned facilities, construction and planning projects and programs.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

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**Education/Experience**

- Possession of a bachelor's degree from an accredited college with emphasis in drafting, computer-aided design, architecture, engineering, construction management or a related field, or the equivalent.
- Three (3) years of experience assisting with project support on multiple major new educational development and construction projects or remodeling educational projects, including providing computer-aided design and scheduling support to project teams.

*Adopted: 07/01/17*