

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: FACILITIES MAINTENANCE AND CONSTRUCTION COORDINATOR**

**BASIC FUNCTION:**

Under the direction of the Manager - Facilities and Construction, plans, coordinates and schedules routine facilities maintenance; coordinates and schedules construction projects; coordinates efforts between the General Services Department (Department), Santa Clara County Office of Education (SCCOE) programs, staff and contractors; prepares contract specifications and bidding documents; monitors project inventories, budget and expenditures.

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Plans, coordinates and schedules routine facilities maintenance; coordinates and schedules construction projects; assists in ensuring work meets high quality standards and complies with SCCOE policies, applicable industry standards and legal requirements.

Maintains and monitors project plans and schedules; monitors and analyzes expenses and expenditures of maintenance and construction projects; ensures projects are completed on time and within budget.

Prepares construction applications, official notices, bid notices and documents for other activities associated with the construction procurement processes.

Gathers and organizes repair estimates from vendors and contractors; prepares project cost reports.

Initiates, prepares and maintains service agreements with alarm and security system vendors, utility service providers, contractors and other professional service agencies.

Coordinates services between SCCOE staff, contractors and vendors; assists in ensuring contractor's work conforms to the project specifications.

Schedules and participates in planning and design meetings with architects, consultants, contractors and others related to construction projects; assists with presentations as necessary.

Develops and implements routine inspection and maintenance schedules; coordinates inspection and repair orders for permit compliance with state and municipal entities.

Compiles data from a variety of sources and organizes into appropriate reports; assists in organizing materials for distribution and special projects; performs research as requested; prepares and processes applications, inspects reports, records and other data for accuracy and completeness.

Assists with the development and maintenance of annual program budgets; tracks budget printouts to verify accuracy of records; researches and resolves errors and discrepancies.



