

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### **CLASS TITLE: CONSTRUCTION PROJECT COORDINATOR**

#### **SUMMARY DESCRIPTION**

Under direction of the Maintenance Supervisor, coordinate a variety of skilled maintenance personnel on various maintenance projects; lead, oversee, and participate in the more complex and difficult work of staff responsible for performing skilled carpentry work in the alteration, repair and construction of structures, facilities and equipment; operate a variety of carpentry tools and equipment; and assist in performing other skilled maintenance duties as assigned.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate a variety of skilled maintenance personnel on various maintenance projects.
2. Coordinate work of assigned staff in absence of the Maintenance Supervisor; coordinate the work order process and handle project issues in the absence of the Maintenance Supervisor.
3. Lead, plan, train, and review the work of staff responsible for performing carpentry work, such as installing or replacing cabinets, counter tops, cabinet doors and paneling; repair wood furniture and hang doors and door checks. ***E***
4. Train assigned employees in their areas of work including proper carpentry methods, procedures, and techniques. ***E***
5. Supervise the use, care, operation, and maintenance of a variety of hand tools, power tools, pneumatic tools, trucks and other equipment related to area of assignment. ***E***
6. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.
7. Oversee and participate in performing rough carpentry for new and repair work; repair damage to walls, floors, roofs and other damaged structures. ***E***
8. Oversee and participate in replacing broken windows; install glass and windows, interior and exterior walls or other surfaces. ***E***
9. Oversee and participate in hanging and repairing doors; install doorknobs; adjust or replace door closure, door stops and other door hardware. ***E***
10. Oversee and participate in installing and reworking modular furniture and partitions; construct walls using paneling and other decorative materials; replace and repair partitions, ceiling, broken tiles and other items; prepare drawings and layout for modular furniture. ***E***
11. Oversee and participate in performing mill and cabinet work, such as constructing and installing cabinets, bookshelves, bulletin boards and picture frames. ***E***
12. Prepare drawings and sketches of construction and repair projects; estimate cost and assure that the material is available to meet repair requirements; maintain record of materials used. ***E***

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13. Oversee and participate in constructing and repairing furniture, equipment and wooden fixtures; build closets, cases and shelving. *E*
14. Oversee and participate in a variety of locksmith duties to ensure the security and safety of school equipment and facilities through proper maintenance of door locks and closures; repair locks; disassemble locking mechanism to determine source of problems; lubricate or replace parts as necessary and reassemble. *E*
15. Oversee and participate in adjusting door latches and bars, overhead closures, and floor closures; assist in opening locks when keys cannot be located; cut new or duplicate keys using key cutting machine as necessary. *E*
16. Oversee and participate in the design, layout, and building of campus directional and informational signs; install lettering for signs on a variety of surfaces including wood, metal, plastic, and glass; engrave signs, name tags, trophy plates and others; operate and maintain stock for mechanical letter-cutting machines and related equipment. *E*
17. Operate saws, lathes, planers, shapers, jointers, sanders, hand saws and other wood working machines; maintain and service tools and equipment. *E*
18. Assist in performing other skilled maintenance duties as assigned.
19. Perform related duties and responsibilities as required.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:**

Operations, services, and activities of a maintenance program including a carpentry program.

Principles of lead supervision and training.

Advanced methods, materials, tools and equipment used in the carpentry trade.

Operational characteristics of maintenance and repair equipment and tools used in the area of assignment.

Advanced construction and maintenance methods and equipment.

Mathematical principles.

Pertinent building and construction codes and regulations.

Advanced qualities and uses of various woods and other construction materials.

Advanced repair methods for furniture and tile.

Advanced repair methods for furniture and tile.

Technical aspects of field of specialty.

Principles and practices of record keeping.

Occupational hazards and standard safety practices.

Terminology and methods used in the construction trades.

District organization, operations, policies and objectives.

Interpersonal skills using tact, patience and courtesy.

Pertinent federal, state and local codes, laws and regulations including general safety orders, OSHA standards and a variety of building and safety codes.

**Ability to:**

Lead, organize, and review the work of staff in various maintenance trades.

Independently perform the most difficult carpentry work.

Interpret, explain, and enforce department policies and procedures.

Plan and layout carpentry work, including estimating labor and materials cost.

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Use and operate a variety of carpentry tools and equipment required for the work in a safe and efficient manner.  
Perform basic shop mathematics.  
Fabricate modular furniture and work stations.  
Work from blueprints, rough drawings and sketches.  
Work independently with little direction.  
Maintain a variety of records and reports.  
Understand and follow oral and written instructions.  
Perform other skilled maintenance work as assigned.  
Ensure adherence to safe work practices and procedures.  
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to: five years of training or experience which demonstrates journey-level skill in the carpentry trade.

**LICENSE OR CERTIFICATE**

Valid California driver's license and a safe driving record.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both indoor and outdoor field environments; travel from site to site; work at heights on scaffolding and ladders; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; works near moving mechanical parts.

**Physical:** Primary functions require sufficient physical ability and mobility to walk and stand for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment and vehicles; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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