

**Roswell Independent School District  
Job Description**

**Job Title: CONSTRUCTION COORDINATOR**

**Reports To: ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS**

**General Job Description:**

Responsible for oversight and monitoring construction projects for the Roswell Independent School District.

**Essential Duties and Responsibilities:**

1. Works with the district management team to plan, develop and implement construction project budgets and sound fiscal controls.
2. Participates in the procurement processes to solicit, negotiate and contract for professional and construction services.
3. Participates in the planning, formulation and implementation of quality control procedures during the specification design phases; develops design alternatives and solutions for the District's construction projects.
4. Provides the oversight of all aspects of the day to day management of design and construction projects, such as identifying and resolving construction issues, developing punch lists and ultimately accepting completed projects.
5. Read and interpret building plans, blueprints and specifications and assure conformance with building and safety codes, regulations and requirements, including asbestos removal.
6. Provide assistance in developing, attracting, inspecting and controlling contracted service projects, establishing performance and delivery criteria, schedules and quality standards.
7. Processes purchase orders, change orders and invoices for payment in a timely manner.
8. Communicate and coordinate with school administrators and faculty to schedule work projects to cause minimal disturbance and inconvenience to classes and school activities.
9. Maintains a continuous dialogue with decision makers who affect the school community.
10. Participate in discussions and provide technical data and support to the District's Master Plan Committee.
11. Assist in the PSFA application process to secure state funding for District construction projects.
12. Prepare and maintain records, files, logs and reports related to construction activities such as as-built drawings, systems warranties, project minutes and correspondence, asbestos work performed and accident and safety issues using electronic formats where appropriate.
13. Researches, prepares and presents various reports pertaining to operations, equipment, policies, procedures and/or other issues as directed.
14. Knowledge of Federal and State laws; building construction/repair laws; and codes related to fire, safety, energy management and maintenance operations.
15. Performs all other duties as prescribed by your immediate supervisor.

**Qualifications:**

1. Must be computer literate
2. Must be able to interpret technical data and demonstrate an ability to communicate with technical and non-technical individuals.
3. Associate Degree is preferred but equivalent training and experience may be accepted in lieu of a degree.
4. Valid Driver's License and Car Insurance if traveling from site to site.

**Physical Requirements:**

1. Work consists of both inside and outside work.
2. Sitting and standing, stooping, and lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, have full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.
3. Must be able to work and stand for long periods.
4. Must be able to push and pull at least 25 pounds.
5. Must be able to work in confined spaces.
6. Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

**CONSTRUCTION COORDINATOR (CONT'D)**

**Safety and Health:**

1. Complete all required training and have knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)
2. Safely and properly deal with and participate in the use of all equipment, materials, and supplies.

**Work Environment:**

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. Conditions range from working in comfortable building and office settings to working outside in very cold/hot temperatures. Working in tight cramped areas of equipment and machinery are common. Work schedule will be assigned to best meet the needs of students and may be altered at any time to accommodate the students. Must be committed to irregular hours (night, weekend, holiday, and summer audits). Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

---

**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

---

**Signature**

**Printed Name**

**Date**