

# Coordinator II, Facility Condition Assessor

## Position Details

Job Code U7401

Reference Code: A036

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 39 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to conduct facility condition assessments on the buildings and sites of the Clark County School District (CCSD) using experience in architectural, mechanical, electrical, plumbing and site systems. Blends building systems knowledge and technical expertise with detailed and thorough writing skills to complete written reports on building conditions and asset lifecycle projections. Assists the Facilities Asset Management staff with updating the Facility Condition Index (FCI) and long and short-term building management programs. This position is directly responsible to the Coordinator III, Educational Facility Planning, 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. Completes comprehensive condition assessments and engineering evaluations of architectural, mechanical, electrical, plumbing and site systems.

2. Photographs and documents facility repair and replacement deficiencies encountered during assessments and providing justification for determination of physical condition.
  3. Conducts an inventory of CCSD facilities properly classifying building components in accordance with ASTM UNIFORMAT II.
  4. Reviews available construction drawings (blueprints) to determine building construction and equipment types/quantities.
  5. Provides recommendations and detailed cost estimates for building envelopes, components and repair or replacement for implementing maintenance and capital expenditure projects.
  6. Performs other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of architectural, mechanical, electrical, and plumbing systems.
2. Knowledge of construction and renovation terms, materials, techniques, procedures, and practices.
3. Knowledge of UNIFORMAT II asset data cataloging structure.
4. Knowledge of construction cost estimating techniques, procedures, and practices including material quantity take-offs, labor unit-work hours, labor rate analysis, and material unit pricing.
5. Working knowledge of building codes, Americans with Disabilities Act (ADA), and applicable local ordinances related to Public Works projects.
6. Knowledge of construction cost estimating software.
7. Knowledge of personal computer project management software and other applications (word processing, spreadsheets, and database programs).
8. Ability to communicate clearly and concisely, both verbally and in writing.
9. Ability to read, interpret, and understand construction drawings and specifications.
10. Ability to analyze situations accurately and recommend a course of action.
11. Ability to enter data on a tablet or laptop accurately during site visits.
12. Ability to work independently or as part of a survey team, as needed.
13. Ability to meet predetermined deadlines.
14. Ability to withstand heights and perform work safely.
15. Ability to work flexible hours or shifts.
16. Ability to recognize and report hazards and apply safe work methods.
17. Ability to think logically, clearly, and independently and exercise sound judgement.

18. Ability to contribute effectively to the accomplishment of division goals, objectives, and activities.
  19. Ability to coordinate action to accomplish work objectives while exercising necessary flexibility.
  20. Ability to inspect large campuses, including mechanical/electrical systems and subcomponents and supporting systems, typically walking up to 5 miles per day.
  21. Ability to access a variety of buildings, facilities and utility spaces to permit visual assessments, this includes accessing mechanical/electrical/plumbing rooms and spaces, occupied spaces, building roofs, and exterior site systems.
  22. Ability to become proficient in the use of facility condition-assessment software on tablet and laptop personal computer (PC).
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university 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. Two (2) years of successful experience performing facility condition assessments or related architectural/engineering/maintenance work.

### **Preferred Qualifications**

1. A bachelor's degree from an accredited college or university in Architecture, Engineering, Construction, Facilities Management or a related field.
2. Professional Engineer (PE or EIT) or Registered Architect.
3. Certified Energy Manager (CEM) or Certified Energy Auditor (CEA).

**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, 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: 03/06/25
- Created: 09/13/21