

Coordinator IV, New Construction

Position Details

Job Code: U7403

Reference Code: A094

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: [Step 41 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to coordinate construction activities for renovation and remodeling. This position is directly responsible to the Director, Construction Management Department, Facilities Services Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Develops, recommends, and interprets section policies, regulations, and procedures.
2. Assists in construction planning and reviewing plans and specifications prepared by contracted architects and engineers.
3. Coordinates contract management administration with architects and engineers who design additions to schools or remodel existing facilities.
4. Prepares schedules, cost estimates, and recommendations for modernization, renovation, remodeling, and additional rehabilitation projects.
5. Initiates bid proposals; accepts and reviews bids for conformity with bid specifications, codes, and regulations.
6. Supervises building construction and recommends assignment of contract monitors.

7. Visits construction projects to assure conformity with plans, specifications, and regulations.
 8. Coordinates a quality control program for materials used in construction.
 9. Maintains progress reports showing status of construction projects; evaluates changes or departures from approved plan and specifications; and submits recommendations of acceptance.
 10. Controls expenditures from project fund accounts.
 11. Supervises and evaluates the performance of assigned staff.
 12. Performs other duties related to the position, as assigned.
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Position Expectations

1. Working knowledge of all building codes, Nevada Revised Statutes (NRS), and local ordinances relating to public works projects.
 2. Knowledge of building construction process and materials.
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Position Requirements

Education and Training

An earned bachelor's degree in construction management or a related field 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 which allows the applicant to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years' experience in construction management or construction related disciplines.

Preferred Qualifications

Professional Engineers (PE)/Architect's registration (does not have to be current or Nevada issued).

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: 12/03/24
- Created: 11/09/08