

# Coordinator III, Project Manager

## Position Details

Job Code: U7402

Reference Code: A514

Division/Unit: Construction and Development Division

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to accomplish multiple public works projects at existing Clark County School District (CCSD) facilities through the management and coordination of approved design professionals and contractors to ensure compliance with programmed budgets, schedules, plans, specifications, statutes, and regulations. This position is directly responsible to Coordinator IV, Construction Management, Construction and Development Division.

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## Essential Duties and Responsibilities

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

1. Coordinates and conducts numerous design review meetings with the design professionals, consultants, and other CCSD personnel.
2. Reviews design documents; compiles and writes review comments at each design review stage.
3. Ensures all review comments and concerns have been addressed and incorporated by the architect/engineer.
4. Modifies scope of work and initiates Capital Authorization Form (CAF) to authorize additional funding, as required.
5. Coordinates the printing and distribution of various review deliverables.

6. Makes immediate decisions on-site for discovered items and design deficiencies so as not to delay the project.
7. Performs site inspections and documents findings; ensures quality of workmanship and compliance with contract plans and specifications; and submits status reports to project control center and senior management personnel.
8. Conducts weekend, holiday, and night site visits, as necessary, when construction crews work all hours of the day so as not to inconvenience the operations of the educational facility; responds, as necessary, in the event of any emergency issues on the construction site such as broken electrical lines, ruptured water mains, gas lines, accessibility issues, etc.
9. Ensures code compliance reviews and inspections are conducted throughout all phases of design and construction.
10. Reviews project scope; designs submittals and construction estimates for constructability, conformance to budgets, and schedules; and directs adjustments, as necessary.
11. Ensures project schedules and budgets are established and met; notifies parties of any deviations and recovery schedules requested.
12. Recommends selection of architect/engineer; ensures architects are provided with contract front-end documents containing applicable supplementary and special conditions.
13. Arranges site surveys, geotechnical investigations, and environmental studies, and provides results to architect.
14. Schedules, conducts, and documents meetings (pre-design project analysis [PDPA], design review, project status, etc.); ensures applicable minutes are prepared and distributed.
15. Conducts site inspections and documents findings; ensures quality of workmanship and compliance with contract plans and specifications; and submits status reports to Project Control Center and senior management personnel.
16. Coordinates with other CCSD departments, school staff, architects, contractors, utilities, and government entities, as required, regarding design and construction activities or issues.
17. Analyzes contractor schedules; approves and processes pay applications and invoices; and monitors project cash flow and schedule of values in relation to status of work in progress.
18. Monitors and analyzes contractor/subcontractor certified payrolls to ensure compliance with prevailing wage statutes.
19. Analyzes and resolves scheduling and claims conflicts or refers to appropriate management level to ensure resolution.

20. May serve as the CCSD liaison with various organizations to increase minority participation in the bidding process and the award of construction contracts.
  21. Prepares bid advertisements, analyzes qualification packages of potential bidders; recommends approval/disapproval; conducts document pre-bid conferences and bid openings; and investigates and recommends approval or rejection of bid protests.
  22. Directs professional and support staff personnel in execution of contractual responsibilities.
  23. Prepares agenda item for Clark County School District Board of Trustees approval of contract award for projects greater than \$100,000; awards contracts less than \$100,000 with administrative approval.
  24. Analyzes responses to Requests for Proposal (RFP) and Change Order Authorizations (COA) to determine cost and time impacts; processes approved change orders.
  25. Coordinates multiple project schedules, phasing of work, and inspections and approvals by building officials and government entities.
  26. Manages development and distribution of punch lists of defective/deficient work; ensures corrective work during warranty period.
  27. Prepares estimates of value of defective/deficient work to identify funds to be withheld from pay applications.
  28. Analyzes and documents performance/nonperformance of contractors, designers, and consultants.
  29. Designs, manages, and constructs all projects in a fiscally responsible manner and maintains the education environment.
  30. Supervises and evaluates the performance of assigned staff.
  31. Conforms to safety standards, as prescribed.
  32. Performs other duties related to the position, as assigned.
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## **Position Expectations**

None specified.

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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 employee/applicant to operate a vehicle in the state of Nevada.

## **Experience**

1. Satisfactory service in a corresponding or related positions or have five (5) years of successful supervisory experience related to the administrative position.
2. Three (3) years construction project management experience which includes experience with PC-based project management and scheduling software.
3. Successful performance in the position held at the time of application.

## **Preferred Qualifications**

1. Knowledge and training in leadership, management, and team building.
2. Accomplished in the management of construction project teams including staff, design professionals, program management firms, construction management firms, construction contractors, and other construction consulting services.
3. Skilled in the administration and management of multiple design and construction projects occurring concurrently.
4. Knowledgeable in negotiating design and construction contracts.
5. Trained in quality control/quality assurance methods and the ability to apply these principles to the design and construction process.
6. Experience in planning, tracking, evaluating, and reporting design and construction activities.
7. Ability to prepare and evaluate detailed reports and utilize automated information management systems.
8. Proficient in verbal and written communication, including customer service/satisfaction.
9. Understanding of Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) encompassing Public Works Projects.
10. Knowledge of local, state, and national codes and regulations including, but not limited to: Universal Building Codes (UBC), Uniform Mechanical Codes (UMC), Uniform Plumbing Codes (UPC), National Fire Protection Association (NFPA), Occupational Safety and Health Association (OSHA), Environmental Protection Agency (EPA), American Disability Association (ADA), American National Standards Institute (ANSI), Underwriters Laboratory (UL), Life Safety Code, National Electric Codes (NEC), American Institute of Architects (AIA), Construction Information Service (CIS), and Clark County Nevada Public Works Construction Standards.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

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### **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: 06/17/24
- Created: 03/03/06