

Program Development Specialist

Position Details

Class Code: 7711

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, analyzes, and recommends replacement of facilities, building components, systems, and/or equipment to correct current deficiencies and develop, maintain, and implement the Facilities Master Plan supporting the District's Capital Improvement Program.

Essential Duties and Responsibilities

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

1. Calculates a numerical Facility Condition Index for buildings to measure the relative number of system deficiencies against the current replacement value of the facility and predict long-term facility management needs.
2. Accumulates information from Engineering, Construction, and Requirements Services, Special Projects, Demographics, Zoning, Maintenance, and other information sources to assist in the designing of projects from defined deficiencies using logical processes for grouping tasks.
3. Assists in the development of the Facilities Master Plan model and the process for its continued implementation.
4. Determines future renewal costs for building components to anticipate replacement of each component using values for system and component life cycles.

5. Develops facility investment models for construction costs of building components to improve overall usability and reduce long-term maintenance costs.
 6. Prepares long- and short-term building management programs to extend the life of buildings through cost-effective renovations.
 7. Prepares design and construction programs that respond to changes in school operations, instructional requirements, or curriculum.
 8. Updates electronic database systems to archive completed projects and expenditures.
 9. Reviews architect/engineer project scope of work to pursue activities within established budgets and programs.
 10. Develops preliminary timelines for project milestones and completion dates.
 11. Assists in the development of priority list for facility replacement in accordance with CCSD Regulation 7712 and in the development of the Annual Plan, as a subset of the Facilities Master Plan.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Responsible for developing and/or reviewing programs for construction projects designed to meet capital improvement goals and to bring facilities into conformance with current school standards and building codes. This position has a substantial impact on the District's construction activities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of construction and renovation terms, materials, techniques, procedures, and practices.
2. Knowledge of architectural, mechanical, electrical, and plumbing systems.
3. 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.
4. Knowledge of value engineering and total life cycle costing techniques, procedures, and practices.
5. Knowledge of construction cost estimation software.

6. Knowledge of PC-based scheduling and project management software and other applications (i.e., word processing, spreadsheets, and database programs).
 7. Ability to interpret and update large database systems.
 8. Ability to analyze bids, cost proposals, and cost estimates, including labor rates, fringe benefits, overhead, and profit.
 9. Ability to read, interpret, and understand construction drawings and specifications.
 10. Ability to meet predetermined deadlines.
 11. Ability to work on multiple projects simultaneously.
 12. Ability to read and understand construction schedules.
 13. Ability to coordinate actions to accomplish work objectives while exercising necessary flexibility.
 14. Ability to contribute effectively to the accomplishment of division/District goals, objectives, and activities.
 15. Ability to communicate clearly and concisely, both verbally and in writing.
 16. Ability to think logically, clearly, and independently and exercise sound judgment.
 17. Ability to learn and apply established division procedures.
 18. Ability to work flexible hours or shifts.
 19. Ability to work cooperatively with management, co-workers, public utilities, contractors, vendors, architects/engineers, and other public entities.
 20. Ability to recognize and report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

Bachelor's degree from an accredited college/university in architecture, engineering, or building technology with emphasis in construction management, building inspection, or engineering, and four (4) years of experience in design, construction, or facility planning;
or,

Associate's degree from an accredited college/university in architecture, engineering, or building technology with emphasis in construction management, building inspection, or engineering, and six (6) years of experience in design, construction, or facility planning;
or,

High School graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.), and eight (8) years of experience in design, construction, or facility planning.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

Master's degree in Architecture, Engineering, or a related field.

Document(s) Required at Time of Application

1. High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from date printed) issued by the DMV.
5. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Employment Requirement - Must provide own reliable vehicle to perform job duties.

Examples of Assigned Work Areas

Clark County School District facilities – school campuses, offices, existing buildings under renovation, school mechanical equipment rooms, playgrounds, proposed and actual construction sites (trenches, chase ways, etc.).

Work Environment

Strength

Medium – exert force of 25-50 lbs. occasionally, 10-20 lbs. frequently, or up to 10 lbs. constantly.

Physical Demand

Frequent climbing, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Frequent near and far acuity, depth perception, focal length change, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Reference books, trade publications, architect's scale, engineer's scale, scientific calculator, magnifying glass, digital cameras, personal computer, construction drawings, specifications, district issued/personal vehicles, ladders, personal protective equipment, etc.

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: 05/18/23
- Created: 03/14/02