

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

PROJECT COORDINATOR

QUALIFICATIONS

- Bachelor's Degree in Planning, Business, or a related field, OR High School Diploma or equivalence or Florida Special Diploma with five (5) years experience in construction, planning, real estate, architectural support, or a related field.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.

SUPERVISION

REPORTS TO Executive Director for Facilities Planning
SUPERVISES No supervisory duties

POSITION GOAL

To coordinate the interior space utilization of the Educational Support Center and to assist the Project Managers and Executive Director with the implementation of the five-year Capital Improvement Plan.

PERFORMANCE RESPONSIBILITIES

1. * Provide information to the public regarding the conditions of and plans for current and future facilities.
2. * Maintain records for School Plant Surveys.
3. * Maintain enrollment growth and distribution trends.
4. * Coordinate the acquisition and disposal of real property.
5. * Prepare and distribute the annual report regarding collection and distribution of Educational Facilities Impact Fees.
6. * Prepare and distribute information regarding school capacities and enrollments.
7. * Maintain land records for all property owned and/or leased by the School Board.
8. * Coordinate and address the facility and space needs of the Educational Support Center.
9. * Coordinate the budgeting and purchasing of furniture and equipment for construction projects.
10. * Maintain facility records including the Florida Inventory of School Houses.
11. * Coordinate moves of students and personnel associated with renovation projects.
12. * Assist the Project Managers with educational specifications.
13. Perform other duties as assigned by the Executive Director for Facilities Planning.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

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PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AO-12-G \$52,937 - \$83,341
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 18
EEO-5 Line 52
Function 7400
Job Code 1967
Survey Code 74033

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

October 28, 1997

ADA Information Provided by George Kosmac
Position Description Prepared by George Kosmac