

CLARK COUNTY SCHOOL DISTRICT
Human Resources Division

COORDINATOR III – EDUCATIONAL FACILITY PLANNING

Reference Code: A715

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 40 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position functions to prepare and coordinate the educational planning and design requirements for Clark County School District schools with architectural and engineering firms designing new schools, major additions, and rehabilitation/modernization projects. This position is directly responsible to the Director, Planning and Design.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Determine facility condition for buildings to measure the relative number of system deficiencies to the current replacement value of the facility and predict long-term facility management needs.
2. Review and analyze architectural and engineering proposals.
3. Develop, recommend, and interpret policies, regulations, and procedures related to assigned work.
4. Determine future renewal costs for building components to anticipate replacement of each component using values for system and component life cycles.
5. Prepare long and short-term building management programs to extend the life of buildings through cost effective renovations.
6. Develop preliminary timelines for project milestones and dates.
7. Develop facility investment models for construction costs of building components to improve overall usability and/or reduce long-term maintenance costs.
8. Maintain records of space comparisons, guidelines, standards, and other data relevant to the design of new schools.
9. Create a Master Plan model and develop the process for its continued implementation.
10. Create a priority list for facility replacement in accordance with Clark County School District regulations.
11. Develop the Annual Plan as a subset of the Master Plan to be created and approved yearly.
12. Prepare design and construction programs that respond to changes in school operations, instructional requirements, or curriculum.
13. Perform other duties related to the position, as assigned.

POSITION EXPECTATIONS:

1. Ability to communicate clearly and concisely, both orally and in writing.
2. Ability to read and interpret architectural drawings.
3. Working knowledge of building codes, Americans with Disabilities Act (ADA), and applicable local ordinances related to Public Works projects.
4. Knowledge of construction and renovation terms, materials, techniques, procedures, and practices.
5. Knowledge of architectural, mechanical, electrical, and plumbing systems.
6. 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.

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:

Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience in a related position (i.e., architecture, urban design, planning).

Preferred Qualifications:

Nevada Architect registrations and American Institute of Certified Planners (AICP) certification.

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

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.