

JOB TITLE: Facilities and Construction Coordinator
PAY GRADE: CL 23
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, coordinates a variety of Facilities Department functions, including, but not limited to, managing the Department budget; ensuring compliance with Federal, State, and local regulations that apply to capital outlay and plant operations activities; preparing bid/proposal notices and facilities project contracts; coordinating hazmat use, disposal, and pick-up for the District; participating in project vendor selection as well as the design process on assigned projects; and managing assigned projects. Additionally, this position has a limited scope of authority to make decisions and approve items within departmental guidelines.

REPRESENTATIVE DUTIES

The following duties are typical for this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supports assigned manager in capital outlay and maintenance project planning and implementation.
 - a. Develops Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and Invitations for Bid for facility-related consultant, capital outlay, and maintenance projects; participates in vendor selections, including the development of scoring criteria, proposal evaluations, and interviews.
 - b. Prepares and tracks consultant and construction contracts and contract amendments, as well as other documents that support District facilities projects involving outside contractors, consultants, and other agencies, including the preparation of related agenda items for the Board of Trustees review, ratification, and/or approval.
 - c. Works with Facilities managers, construction managers, and District staff to ensure that campus events and construction activities are coordinated.
 - d. Verifies that required documentation (e.g., proof of insurance, bonds) is provided by consultants and contractors, uploads all contractual materials governing projects into District procurement database and District shared drives for on-going and future access, responds to requests from various reporting agencies for information regarding projects.
 - e. Assists in budget administration; coordinates, prepares, and manages assigned budget, including unrestricted, restricted, categorical, grant, capital outlay project, and special funds utilizing the District's Banner Enterprise Resource Planning (ERP) system; prepares and processes budget transfers and augmentations, invoices, independent contracts, reimbursements, bank card statements, change orders, and requisitions, and ensures that they are completed and coded to the correct budget, account and/or purchase order; prepares claims within required time frames and allowable reimbursement limits for reimbursement by the California Community College Chancellor's Office (CCCCO) for projects with State funding; reconciles budget for accuracy; resolves budget issues and problems; tracks purchases and deliveries; coordinates, requests, and reviews price quotes and ensures compliance with District

- standards and requirements; meets fiscal deadlines and completes end of year processes, including balancing accounts and closing open purchase orders; collaborates with management on expenditures to fully expend funds.
- f. Works with assigned manager to develop annual budget; breaks down annual budget into appropriate discipline based on previous year's spending, inflation, and projected needs for current year; evaluates and prepares financial reports and summaries for annual budget development process; prepares budget augmentation requests; prepares budget status reports for assigned manager; assists Business Services staff with asset determinations and audit reports related to facilities projects.
 - g. Provides general assistance, information, and answers questions regarding budget processes, guidelines, regulations, and procedures to department budget users and employees; serves as the liaison between District Business Services Department and division/department staff.
2. Coordinates the completion of all mandated Local, State, Federal compliance actions with regard to facility projects, operations, inspections and reporting, including Department of Industrial Relations (DIR) and Public Works Commission (PWC) registrations for facility projects, and Department of Motor Vehicles (DMV) transactions for District vehicles and drivers (e.g., Commercial Driver Eligibility Program, Drug, and Alcohol Program).
 3. Coordinates the completion of all mandated Federal, State, and Local compliance actions regarding hazmat use/storage/disposal/reporting for all campuses, including, but not limited to, the development and implementation of the Hazardous Materials Business Plan and the Chemical Hygiene Plan (e.g., managing consultants, scheduling hazmat collection, scheduling hazmat training for District staff, responding to annual hazmat audit questions).
 4. Coordinates, facilitates, and represents the District to outside organizations in planning and implementing most large scale, complex, and highly visible campus facility uses and events.
 5. Monitors and supports the processing of Facilities work orders and requests for use of District facilities from staff or external parties; approves requests according to District guidelines.
 6. Manages assigned projects, such as the Landscape Master Plan implementation.
 7. Assists with business plan needs for the coming year.
 8. Supports assigned manager in the completion of State-mandated capital outlay (5-year construction) plans, space inventory assessments, and scheduled maintenance plans; regularly updates the State Facilities Database (FUSION) with new information.
 9. Provides general administrative support to Facilities Department leadership and serves as a department representative on operational and shared governance committees, as assigned.
 10. Provides onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
 11. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Project management practices, procedures, and equipment, including electronic database familiarity oriented toward facilities and facility projects.
- Laws and State/District requirements affecting project bids, contract language, and regulatory procedures for projects.
- Laws and State/District requirements affecting compliance with environmental health and safety mandates/regulations, including hazmat handling, use, storage, and disposal.
- Principles and procedures of statistical record keeping, staff administration, and financial record keeping and filing.
- Math skills to compute sums, averages, ratios, percentages, and trends.

- Basic accounting theory, principles, and practices.
- English usage, grammar, spelling, punctuation, including proofreading and formatting techniques.

Ability to:

- Learn, understand, and apply the special terminology used in the Facilities Department.
- Compile and evaluate financial, architectural, and operations data for reports.
- Utilize specialized software for building climate control and energy conservation.
- Monitor budget documents, including income and expenditures, and make difficult arithmetic and statistical calculations.
- Plan and organize work to meet schedules and changing deadlines.
- Maintain accurate filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system and software used in the Facilities Department.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Take and transcribe minutes and notes from meetings.
- Provide onboarding support, general work training, guidance, supervision assistance, and direct activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently or collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Two years of college with major course work in business, accounting, or a related discipline.

Experience

- Four years of progressive experience in administrative and financial record keeping.
Additional experience in project accounting may substitute for some education.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approval: July 15, 2025