

JOB DESCRIPTION

Job Title:	Facility Data and Small Projects Coordinator	FLSA Status:	Exempt
Department:	Construction and Maintenance	Pay Range:	1
Pay Program:	Admin and Prof Tech	Work Calendar:	248 days
Prepared/Revised Date:	April 2025		

SUMMARY: Coordinate with Operational departments including Construction, Maintenance, and Planning to gather, classify, store, analyze, and report facility data. Leverage facility data and drafting or planning tools to support capital planning and small projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Maintain District archive of facility drawings in CAD, PDF, and paper formats. Make updates to base archive files as well as dependent files and exhibits.	D	20%
2. Maintain, develop, and refine database of tabular facility data.	D	10%
3. Develop projects in collaboration with others to leverage facility information for beneficial use.	D	40%
4. Assist with management of small capital projects.	D	20%
5. Perform other duties as assigned.	D	10%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certificate in building construction technology, design, drafting, AutoCAD or related field preferred, but not required.
- Two years of experience with drafting or data management resources, preferred. Recent graduates without relevant work experience will be considered.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver's license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Interpersonal relations skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Excellent organizational skills and the ability to manage multiple priorities, complex activities, multiple overlapping tasks and large quantities of multimedia information.
- Good communications and telephone skills necessary to translate technical information to a wide spectrum of technical and non-technical users.
- Ability to read and interpret construction drawings, contracts and specifications.
- Ability to promote and follow Board of Education policies and building/departamental procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to adhere to attendance requirements and to follow district procedures for absence reporting. Regular attendance is an essential function of the position and necessary for the efficient operation of the business. Employees are expected to be on time and punctual for work, conforming to established work hours. It is recognized that there are times when a person must be absent due to illness or other reasons.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

This position may require the use of the following tools. Either operational knowledge or willingness and aptitude to learn are preferred.

- Google suite
- Bluebeam Revu
- Autodesk AutoCAD
- Autodesk Revit
- Microsoft Excel
- ESRI ArcGIS
- Microsoft Power BI
- Large format printing and scanning.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE
Reports to:	Executive Director of Construction and Maintenance

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- No specific budget or resource responsibilities assigned.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feed				x
Reach with hands and arms				x
Climb or balance			x	
Stoop, kneel, crouch, or crawl			x	
Talk			x	
Hear			x	
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds				
More than 100 pounds				

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			x	
Analyze			x	
Communicate			x	
Copy				x
Coordinate			x	
Instruct	x			
Compute			x	
Synthesize	x			
Evaluate	x			
Interpersonal Skills			x	
Compile			x	
Negotiate	x			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)		x		
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	