

DESIGN AND TECHNICAL SPECIFICATION COORDINATOR

DEFINITION

Develops and maintains the District's Design Guide lines including the School Design Guide, Educational Specifications, Guide Technical Specifications, and Standard Technical Drawings for the Facilities Services Division.

TYPICAL DUTIES

Prepares and maintains District policies and guides for the design of educational facilities and/or District construction specifications to assure conformance to building codes and safety requirements and to improve the quality and economy of construction, maintenance, and operation.

Conducts research and makes reports on facility program development and/or architectural systems, equipment, and installation methods and their costs.

Advises, consults with, and gives technical work direction to District personnel, consultant staff, and commissioned architects and engineers on District standards and specifications.

Performs technical review of proposed plans and specifications submitted by District personnel, consultant staff, or commissioned architects and engineers.

Coordinates activities with those of other units of Design and A/E Technical Support and other District organizations.

Develops project specific facility space programs.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Design and Technical Specification Coordinator develops and maintains the District's Design Guidelines; researches and evaluates building components, materials, and systems; supports and coordinates with various organizations within the Facilities Services Division; and gives work direction to District personnel and others.

The Assistant Director, Design Standards and Technical Specifications manages the unit and is responsible for developing and maintaining the building standards and technical specifications used in the execution of building and modernization programs and acts for Deputy Director of Planning and Development as required in matters pertaining to design standards and technical specifications.

A Facilities Project Manager † directs the activities concerning the planning and construction of several school facilities and school modernization projects; supports and coordinates with Real Estate in land acquisition and implementation with various State, District, and local personnel; and prepares applications and secures funds.

SUPERVISION

General supervision is received from the Assistant Director, Design Standards and Technical Specifications. Work direction is exercised over District staff and A/E consultants.

CLASS QUALIFICATIONS

Knowledge of:

Civil, electrical, mechanical, landscape, and structural, architecture and engineering practices applied to school building construction
Preparation of architectural and engineering specifications and related contract documents
State and local building codes and construction industry standards and their application to school construction, including California Building Code (CBC), Cal Green Energy Code, Occupational Safety and Health Administration (OSHA), American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRE), and American Society of Testing and Materials (ASTM)
Architectural and engineering systems of building materials and building costs
Requirements of the Division of the State Architect (DSA) and California Department of Education (CDE).
Leadership in Energy and Environmental Design (LEED), Collaborative for High Performing Schools (CHPS) and other sustainability requirements.
Commissioning processes and documentation requirements.

Ability to:

Prepare and review standards and specifications for school buildings and other structures
Provide technical review and advice on proposed product substitutions, deviations from standards, and technical questions from Owner Authorized Representatives (OARs), Inspectors, Design Managers and A/E teams
Provide sustained attention to complex specifications and to edit the work of others
Write clear and concise reports and technical descriptions
Work effectively with commissioned architects and engineers, District personnel, consultant staff, and representatives of public agencies
Perform quality assurance/quality control, constructability, and peer reviews.
Supervise effectively

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in architecture, engineering, or a related field. In addition to the required experience listed below, additional qualifying experience may be substituted on a year-for-year basis, for a maximum of two years of the educational requirement.

Experience:

Six years of experience in planning, design, and construction of educational facilities.

Special:

A valid California Driver License
Use of an automobile

SPECIAL NOTES

Management class,
This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

Revised
10-27-14
LKD