

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- PROJECT CONTROL

JOB DESCRIPTION

FLSA: Non-Exempt **BARGAINING UNIT ELIGIBILITY:** Yes
PAY GRADE: 24 **SALARY SCHEDULE:** Education Support Professionals

QUALIFICATIONS:

- (1) High School Diploma or GED.
- (2) Minimum of three (3) years successful experience in construction processing, administration and/or management; or an equivalent combination of training.
- (3) Valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of materials and supplies related to the construction industry. Familiar with inventory control, record keeping, purchase and requisition procedures. Ability to compare quality of goods against prescribed specifications. Ability to compute accurately and to prepare reports. Ability to communicate effectively both orally and in writing. Computer proficiency. Ability to establish and maintain effective working relationships with District/school staff, administrators and outside agencies.

REPORTS TO:

Work-Site Supervisor

JOB GOAL

To coordinate materials, goods, and services necessary to complete District construction projects.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Develop specifications and cost estimates, and prepare requisitions.
- *(2) Research to identify materials/goods that meet prescribed specifications.
- *(3) Issue requisitioned materials and supplies to designated personnel.
- *(4) Coordinate material/equipment delivery with construction schedules to avoid downtime.
- *(5) Receive and store ordered materials according to District procedural guidelines.
- *(6) Maintain and update inventory records according to established procedures.
- *(7) Maintain daily vehicle logs.
- *(8) Serve on school/district committees as required or appropriate.
- *(9) Adhere to applicable safety standards.
- *(10) Attend all staff meetings and workshops.
- *(11) Assist with maintaining a clean and orderly environment.
- *(12) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(13) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.

SPECIALIST -- PROJECT CONTROL (Continued)

- *(14) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.
- *(16) Demonstrate support for the school district and its goals and priorities.
- *(17) Exhibit interpersonal skills to work as an effective team member.
- *(18) Follow attendance, punctuality and proper dress rules.
- *(19) Maintain confidentiality regarding school/workplace matters.
- *(20) Maintain expertise in assigned area.
- *(21) Manage time efficiently.
- *(22) Model and maintain high ethical standards.
- *(23) Participate in cross-training activities as required.
- *(24) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(25) Prepare all required reports and maintain updated and accurate records.
- *(26) Represent the District in a positive and professional manner.
- *(27) Respond to inquiries and concerns in a timely manner.
- (28) Perform other duties as assigned.
- *(29) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 13

Adopted 8/2/11