

CAPITAL IMPROVEMENT PROGRAMS ADMINISTRATOR

NATURE OF WORK IN THIS CLASS:

Develops, implements and coordinates the administration of capital improvement contracts, and projects, the supervision of custodial services and the implementation of energy conservation programs in the Department of Education.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties that may be performed; any one position may not include all the duties listed.)

- 1 Develops, implements, supervises and coordinates the administration of capital improvement projects and activities.
- 2 Reviews and coordinates with other government agencies, independent contractors and the Department's consulting engineer and maintenance personnel, the capital improvement project plans and transactions, including the development of monitoring procedures to insure compliance with approved standards and specifications, pertinent laws, contract agreements and building codes.
- 3 Coordinates with the Department's consulting engineer, officials of the Department of Public Works and other appropriate personnel in the preparation of cost estimates, construction schedule, engineering designs, specifications and contract agreements.
- 4 Reviews, identifies and recommends solutions to current and anticipated problem areas in building and facilities maintenance.
- 5 Develops, implements and coordinates the administration of energy conservation programs.
- 6 Participates in preparing and justifying requests for federal grants and aids for capital improvement projects.
- 7 Supervises custodial services by providing school principals with centralized support for custodial staff training, utilization management, supplies and equipment logistics, equipment, standardization, and proper use and care of cleaning chemicals.
- 8 Maintains liaison with other government agencies and departments, including independent contractors.
- 9 Represents the Department in meetings concerning capital improvement program as required.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of program administration.

Ability to develop, implement and coordinate the administration of capital improvement projects and contracts.

Ability to make work decisions in accordance with pertinent laws, regulations, policies and other program guidelines.

Ability to interpret contracts and specifications.

Ability to evaluate educational facilities and maintenance operations and recommend/implement appropriate improvements to improve program effectiveness.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

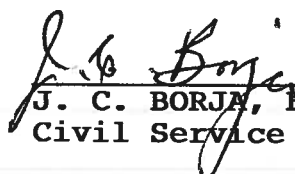
MINIMUM EXPERIENCE AND TRAINING:

a) Four years of experience in building inspection, building construction, building contracts administration, business management or related work; one year of supervisory work; and graduation from a recognized college or university with a Bachelor's degree in business or public administration or related fields; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1984

DOE Salary Level: 30



J. C. BORJA, Executive Director
Civil Service Commission