Seattle Public Schools
Capital Small Works Project Coordinator

Overview of Position

Supervises and coordinates capital eligible projects from initial planning and design to completion, interfacing with Small Works, BEX, and BTA.

Essential Functions

15%
- Plans and coordinates activities and schedules for capital eligible projects assigned to outside contractors under the auspices of Small Works; develops cost estimates, project specifications, and scope of work.

15%
- Ensures that plans and designs conform to standards and codes; ensures proper handling through the work management system (WMS); defines the project's objectives and oversees quality control throughout the project life cycle.

5%
- Reviews bids submitted by contractors and contracts developed for specific projects; reviews the qualifications of chosen contractors.

10%
- Ensures project compliance with District guidelines, schedules, and budget.

5%
- Ensures required permits are obtained.

https://www.schooljobs.com/careers/seattleschools/jobs/newprint/4599724
- Ensures project documents are complete, current, and appropriately stored; assists Small Works in the reporting of project status.

- Reviews completed project to ensure all specs are met and quality of work is satisfactory.

- Effectively communicates relevant project information to the Capital Program Manager, Maintenance Manager and SMW manager; understands how to communicate difficult or sensitive information tactfully; resolves or escalates issues in a timely fashion.

- Identifies opportunities for improvements and makes constructive suggestions for change.

- Coordinates on technical design to define the scope of work for assigned projects and develops statements of work, work breakdown structures, task estimates, and specific tasks and milestones for project implementation.

- Observes work practices and data to determine compliance with prescribed operating or safety standards.

- Communicates verbally with District staff, parent groups, and the public in face-to-face settings, in group settings, by email, or by phone.

- May perform related duties consistent with the scope and intent of the position.

**DISTRICT WIDE CORE COMPETENCIES:**

**Collaboration**
Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

**Getting Results (Action Oriented)**
Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

**Decision Quality & Problem Solving**
Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
• Applies appropriate criteria to situations for the purpose of making decisions.
• Displays self-confidence in own judgment.
• Focuses in the facts and solutions instead of opinions and problems.

Integrity
Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

• Deals with people and situations in an honest and forthright manner.
• Represents information and data accurately and completely.
• Represents the confidentiality of information and concerns shared by others.
• Takes ownership if a mistake is their own and does not blame others.

Accountability
Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

• Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
• Holds individuals and team accountable for their actions and results.
• Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
• Aligns own activities and priorities to meet broader organizational needs.
• Demonstrates courage and confidence in his or her own ability.

RELEVANT COMPETENCIES:

Drive for Results
Pursues everything with energy, drive, and a need to finish; does not give up before finishing, even in the face of resistance or setbacks' steadfastly pushes self and others for results.

• Sets and maintains high performance standards for self and others.
• Motivates others to convert ideas into actions and results.
• Recognizes and takes advantage of opportunities to deliver results.
• Has a strong sense of urgency about solving problems and accomplishing work.

Functional/Technical Skills
Possesses required functional and technical knowledge and skills to do his or her job at a high level of accomplishment; demonstrates active interest and ability to enhance and apply new functional skills.

• Understands the technical aspects of the job and keeps up-to-date on key technical or functional aspects of the job.
• Applies appropriate technical/functional knowledge to address situations in a timely manner.
• Thinks of ways to apply new developments to improve organizational performance.
• Shares expertise and skills with others when appropriate.

Managing Relationships
Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all.

• Relates well to all kinds of people inside and outside of the organization.
• Works to create win-win scenarios.
• Shares appropriate information to find common ground.
• Puts own agenda aside in order to achieve organization's goals.

KNOWLEDGE, SKILLS AND ABILITIES:

• Familiar with methods and materials used in all facets of building maintenance and construction; construction estimating practicing; principles and practices of buildings, systems, and equipment maintenance; and work control concepts and methodologies.
• Ability to coordinate with the technical design leaders to define the scope of work for assigned projects and develop statements of work, work breakdown structures, task estimates, and specific tasks and milestones to implement projects.
*QUESTION 1

Do you have five years of direct work experience in a project management capacity, including all aspects of process development and execution?

☐ Yes
*QUESTION 2
Do you have a degree in architecture, construction management, project management or a related field? Additional qualifying work experience may substitute for the required education on a year-for-year basis; or an equivalent combination of education and experience.

☐ Yes
☐ No

*QUESTION 3
Do you have any formal training and certification in Project Management methods and techniques?

☐ Yes
☐ No

* Required Question