

**FULTON COUNTY SCHOOLS  
JOB DESCRIPTION**

**Job Title:** Coordinator, Portables and Renovations

**Office:** 6201 Powers Ferry RD, Atlanta, GA 30339

**Organization:** Facilities Services

**Work Schedule:** 235 Days

**Reports To:** Executive Director, Facilities Services

**Comp. Schedule:** Non-Teaching Professional (A)

**FLSA Status:** Exempt

**Pay Scale Level:** Grade 32, Starts \$71,857 - \$84,806

**Position Summary**

The Portables and Renovations Coordinator is responsible for providing leadership and supervision necessary to manage all aspects of the Portable Classroom and Facilities Renovation Program as administered by the Division of Facilities Services. The incumbent in this position works closely with the Executive Director of Facilities Services and division staff to develop and implement policies, procedures and best practices necessary to create and maintain safe, functional, and serviceable facilities for the school system's students, teachers, and staff. The Coordinator is on call for emergency operations on a 24-hours basis.

**Essential Duties**

- ◆ Coordinates and implements the "Facilities Alteration Request" program for buildings and grounds alteration review and approval process in collaboration with the Executive Director, project sponsors, and appropriate in-house personnel to ensure scope and execution of proposals meet FCS standards
- ◆ Assists the Executive Director and contracted consultants with the implementation and use of a comprehensive building conditions assessment and evaluation program to assure best practices in life cycle planning, preventive maintenance, and identification of renovation and renewal projects
- ◆ Coordinates and implements a comprehensive capital project design oversight process to ensure capital building and renovation projects are planned, designed and built in conformance with FCS standards
- ◆ Coordinates and implements all phases of the Portable Classroom Building Program including planning, budgeting, scheduling, permitting, contracting, occupancy, and maintenance requirements
- ◆ Supervises and directs assigned support staff in the performance of their duties
- ◆ Develops departmental budget in accordance with system priorities and in collaboration with the Executive Director
- ◆ Performs site visits and consults with school principals and other administrators while visiting schools
- ◆ Monitors departmental practices, supplies, and expenditures regularly to ensure efficient use of resources
- ◆ Maintains a customer-focused perspective while communicating effectively with school personnel, supervisors, subordinates, peers, vendors, public, etc.
- ◆ Practices and communicates standards of safety in the work place and specifically around students
- ◆ Monitors monthly budget reports, manages purchase card expenditures and tracks purchase card invoices
- ◆ Maintains financial integrity in budgeting, purchasing, and accounting processes
- ◆ Reviews and approves processing of all payment requests for contracted services and leased portable classroom buildings
- ◆ Maintains up-to-date records, inventories, and logs for the portable classroom building and renovation programs

**Additional Responsibilities**

- ◆ Performs other duties as assigned by the appropriate administrator

**Minimum Qualifications**

**Education:** Bachelor's Degree in business, architecture, engineering or related field or equivalent experience (8 years – 2 years of similar work level experience = 1 year of college) required; Master's Degree in related field preferred  
**Certification/Licensure:** Valid driver's license required; Licensed architect or engineer preferred

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**Minimum Qualifications (cont.)**

**Experience:** Minimum of 6 years of experience in a facilities services / capital development role in a large institutional or educational setting required

**Knowledge/Skills/Abilities:**

- Ability to effectively lead, organize, and direct the work of others
- Must possess professional understanding of building design, methods, and materials of construction and building systems found in school plants
- Knowledge of uniform building codes, fire codes, ADA, OSHA
- Proficient in Microsoft Office, project management tools, and other applicable software programs
- Ability to work with minimal supervision, meet deadlines, prioritize assignments, communicate and provide updates relative to the progress of the work
- Must be able to perform responsibilities with a sense of urgency to meet the needs of others, respond to solve problems, and be willing to accept a variety of tasks to perform
- Must be able to define problems, establish facts, and draw conclusions
- Must be able to successfully manage multiple tasks, projects and responsibilities
- Ability to work independently or as a team member
- Must be able to collaborate effectively with District and school personnel, the general public, and work with diverse groups of people
- Excellent organizational and leadership skills
- Excellent communication skills both written and verbal

**Working Conditions:**

- Normal office environment

**Physical Demands:**

- Routine physical activities include working in ambient room temperatures, lighting, and traditional office equipment as found in any typical office environment as well as mechanical rooms, including outside extremes for building maintenance and construction site visits
- Individuals may need to work at uncomfortable or rigorous positions for long periods of time in performance of maintenance tasks
- Must be able to climb ladders and work on flat roof surfaces.
- May have to lift up to 50 lbs.

**Important Notes**

**Questions:** Contact Joseph Clements, [clements@fultonschools.org](mailto:clements@fultonschools.org), 470-254-8983

**Apply through** [www.fultonschools.org](http://www.fultonschools.org)

**Closing Date:** January 9, 2017