



**West Valley - Mission**

Community College District

## CLASS SPECIFICATION

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### **FACILITIES PROJECT ANALYST**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 73

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#### **DEFINITION**

To perform a wide variety of difficult and highly complex professional support duties in the management of bond and capital outlay programs; to process administrative matters related to areas of assignment and projects; and to provide professional support to the Director, Facilities Construction.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Facilities Project Analyst professional class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director, Facilities Construction.

#### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Coordinate major construction projects to ensure that the activities of the construction managers, facilities managers, architects, inspectors and related consultants meet district standards; keep the Director, Facilities Construction apprised of progress toward projected goals.

Act as liaison between district and college administrators, faculty, staff, design committees, design professionals and engineers; coordinate activities of these groups in the preparation of project designs, working drawings and specifications.

Participate in the development of project plans, designs, bid and construction schedules and project budget preparation; coordinate architect, engineer and any specialty consultant activities during the selection process.

Coordinate meeting updates, minutes and construction schedule updates from the construction management consultants as required for project management and construction management meetings.

Track and monitor project budgets; review expenditures; ensure compliance with project guidelines and/or contract specifications.

Assist in the preparation and distribution of construction updates.

Provide onsite coordination of moves and move management for construction projects; act as coordinator between construction manager, district staff and faculty, and other department personnel.

Assist and participate in the preparation of required submittals, proposals and plans to state and federal departments, and the district.

Prepare and coordinate finished artwork for project related reports and newsletters.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Principles and practices of construction project management.

Tools, techniques and terminology used in construction project management.

Pertinent federal, state, and district laws, codes and regulations.

Principles and practices of modern office management and recordkeeping.

Basic research methods and techniques.

Facilities project and construction management software systems.

Modern office practices, procedures and equipment, including letter and report writing, financial and statistical record keeping, telephone techniques and etiquette.

Division of State Architect process and procedures.

California Community College Chancellor's Office facilities capital outlay process and procedures.

Process and procedures of public contract bidding.

Software programs and database systems relevant to area of assignment.

**Ability to:**

Handle multiple large projects simultaneously and manage time and resources effectively.

Perform liaison duties with a variety of stakeholders related to facilities construction projects and programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Read blueprints and construction plans.

Deal with ambiguity and change.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative and collaborative working relationships with others.

**Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible construction project management experience.

**Education:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, communication, construction management or a related field.

**License and Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

*EEO Category: Professional Non-Faculty*

*Date Approved: July 1, 2017*