

PROJECT ANALYST

BASIC FUNCTION:

Under the direction of the Director of Support Services, provide overall support and coordination for construction projects. Maintain manual and computer-assisted record management system used for planning, controlling, and reporting facilities, equipment, and capital outlay projects. Assist the Director in the facilitation of the construction process so that planned renovation and new construction goals can be met. Perform a variety of clerical and administrative related tasks.

REPRESENTATIVE DUTIES:

- Maintain complex technical records for all district construction projects. **E**
- Prepare, evaluate and file applicable state facility forms. **E**
- Prepare construction contracts, purchase requisitions and all other necessary paperwork for facility and construction projects. Initiate bid process for new projects as determined by project schedule. Assure all steps are complete from bid development through bid award. **E**
- Research, process and resolve problems related to licenses, bonds and insurance on all contractors for construction projects. **E**
- Periodically tour construction sites to evaluate project completion vs. schedule and identify problem areas. **E**
- Prepare and maintain records, reports, data and statistics. **E**
- Attend construction progress meetings. **E**
- Review all construction and maintenance projects and assist in the preparation of estimated cost projections. **E**
- Prepare correspondence, procedure manuals and other written materials to include construction project progress reports. **E**
- Maintain overall district construction program schedule, including long-term and short-term facilities planning, in accordance with the District's master plan. Analyze progress, identify problems and make recommendations. **E**
- Track RFP and bid documents for accuracy and compliance. **E**
- Track labor compliance requirements for projects. **E**
- Coordinate purchases for new furniture and equipment for construction projects. Evaluate infrastructure needs for utilities, communications, alarm systems and other specialty needs to assure timely delivery. **E**
- Track preliminary notices and stop notices and report to Director as necessary. **E**
- Coordinate facility acquisition and/or removal as applicable. **E**
- Review and distribute construction documents. **E**
- Work with architect to implement approved changes and revisions to existing plans at the direction of the Director. **E**
- Participate in the oversight of construction projects to completion at the direction of the Director. **E**
- Communicate and coordinate with District Managers and other district staff on construction planning, scheduling and impacts. **E**
- Review and reconcile contractor payment applications; facilitate resolution. **E**
- Participate in budget preparation for assigned funds and projects. **E**
- Maintain construction project records to ensure cost containment. **E**
- Monitor all aspects of change orders; review contractor change order proposals, claims for increases in time, and budget with Director. **E**
- Maintain record retention, audits and organization of construction files. Collect and distribute closeout documents. **E**
- Coordinate utility and service applications, installations and start-ups. **E**
- Communicate with regulatory agencies at state and local levels, as necessary, to ensure compliance with all design and building codes. **E**

- Coordinate contractors and inspection agencies during construction. **E**
- Related duties as assigned.

KNOWLEDGE OF:

Construction management methods and practices.

Budget and report preparation and maintenance procedures.

Recordkeeping techniques.

Statistical procedures and math skills

Operation of a modern office equipment.

Oral and written communication skills.

Applicable sections of the Education Code, Public Contract Code, and other applicable codes, laws, rules and regulations.

ABILITY TO:

Coordinate construction projects.

Meet schedules and timelines.

Communicate effectively, both orally and in writing, in a clear and concise manner.

Establish and maintain cooperative and effective working relationships with staff and employees from other agencies.

Maintain complex technical records and prepare reports.

Plan, prioritize and schedule work.

Maintain current knowledge of technological advances in the field.

Perform duties effectively with constant interruptions and many demands on time.

EDUCATION & EXPERIENCE:

Two year college degree in related field required. Courses in accounting, business practices, and computers required. Two years experience in purchasing and construction related financial systems preferred. Experience in related areas will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

WORKING CONDITIONS:

- Office environment.
- Constant interruptions.
- Occasionally outside on construction sites.
- Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for long periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Occasional climbing of ladders, reaching overhead and horizontally, walking over rough or uneven surfaces, bending at the waist, kneeling or crouching, and lifting heavy objects up to 50 pounds.