



## CITY OF CHINO

### Assistant Project Coordinator

#### **Definition:**

Under direction, plans and participates in the development and maintenance of City buildings and facilities; establishes maintenance policies and procedures; assists in the development and administration of the section budget; assists in the development and planning of parks and facilities; and does related work as assigned.

#### **Essential Functions:**

- Assist in the preparation of the building management budget and monitor expenditures of allocated funds.
- Determine products, materials, and equipment to be used in building and facilities maintenance; may interact with sales representatives; prepare purchase orders; maintain inventory to ensure adequate materials, supplies, and tools are available; keep records of time, materials, supplies, equipment, and work performed.
- Supervise and participate in the installation, servicing and repair of plumbing fixtures, heating and air conditioning, electrical equipment and wiring, and any related building maintenance activities.
- Perform staff work in planning, analyzing, and implementing specific development projects within the assigned project areas.
- Advertise for and review construction bids for selected projects; supervise and inspect completed work.
- Prepare construction drawings and technical specifications for various building and park construction projects.
- Prepare staff reports that summarize data, draw conclusions, and make recommendations; participate in oral presentations.
- Prepare and maintain accurate records and reports.
- Receive inquiries and provide information requiring an understanding of parks and facilities planning activities and Department policies and procedures; interpret parks and facilities planning policies, state laws, local ordinances, regulations, and procedures.
- Coordinate parks and facilities development and renovation projects; inspect work in progress; assist in the development of bid proposals for parks and facilities development and renovation; recommend award of contracts.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

#### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The

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incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in past and current employment history. A typical example includes:

### Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in architecture, landscape architecture, public administration, or a related field.

### Experience:

- Four years of park and facility development, general maintenance or construction experience.

### Considerable knowledge of:

- Tools, equipment, supplies, and safe methods of maintenance work, including such areas as electrical, heating, air conditioning, carpentry, and plumbing.
- Methods and techniques of work planning, estimating and construction scheduling.
- Theories and practices of planning, including plan and bid document preparation.
- Parks development and planning, and facilities maintenance.

### Ability to:

- Plan and organize work.
- Establish and maintain standards of maintenance and repair.
- Select and estimate quantities of supplies and equipment.
- Prepare and present reports; maintain accurate records.
- Prepare construction documents and technical specifications.
- Prepare construction estimates, and advertise project for competitive bids.
- Perform a variety of skilled manual duties associated with maintenance work.
- Read and interpret building plans.
- Communicate clearly and concisely, both orally and in writing.
- Deal tactfully and courteously with internal and external customers.
- Represent the Department in a variety of meetings.
- Operate a computer and utilize a variety of software programs.
- Establish and maintain cooperative working relationships.

### Special Requirements:

- Work a varying schedule (hours/days will be adjusted as needed).
- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

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### **Physical Profile:**

Category I; 4, 5, 6, 7, 8, 12, 13, 15

Link to description [here](#)

### **Employee Unit:**

Depending upon assignment, SBPEA (Professional, Technical and Clerical) or Part-time/Temporary/Seasonal

Revised: 6/22/2015

Replacing Assistant Project Coordinator classification specification dated 10/20/2006.

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