

RELOCATABLE HOUSING COORDINATOR

DEFINITION

Assists in the planning and coordination of the interim housing program.

TYPICAL DUTIES

Assists in planning of interim housing; determination of site placement for relocatable buildings; and coordination of the activities of Maintenance and Operations Branch personnel, architects, building manufacturers, and contractors.

Assists in the coordination of the efforts of Facilities Services Division personnel in the design and installation of portable buildings, the relocation of existing classrooms and offices to other facilities, or the alteration of facilities.

Schedules the completion of interim housing projects and monitors timelines to preclude delays in implementation.

Makes field checks of interim housing projects and coordinates various aspects of housing while construction is taking place.

Assists in the coordination of site surveys of existing portable buildings to ensure compliance with applicable codes.

May prepare bid specifications and B letters and recommends the granting of contracts.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Relocatable Housing Coordinator assists in the implementation of the interim housing program and provides coordination among District personnel, building manufacturers, architects, and contractors.

A Relocatable Housing Program Manager directs the relocatable housing program and liaises with School Management Services as well as Local District and school personnel.

SUPERVISION

General supervision is received from the Relocatable Housing Program Manager. Work direction may be exercised over lower-level technical personnel on specific projects.

CLASS QUALIFICATIONS

Knowledge of:

Basic building design of portable buildings and their impact on instructional programs and school organization

Administrative organization of the Los Angeles Unified School District

Basic principles of budgeting cost control and competitive bidding process

Methodologies related to project management, time management, and construction cost budgeting

Ability to:

- Coordinate planning and placement of portable buildings
- Work harmoniously and effectively with a variety of contacts, including District management and personnel, architects, building manufacturers, and contractors
- Plan, schedule, and coordinate multiple operations and evaluate operational effectiveness
- Communicate effectively orally and in writing
- Prepare clear and concise reports based upon complex data
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Analyze and interpret technical materials, such as building standards and housing regulations
- Read blueprints and review design implementation to determine its effect on educational programs
- Operate a personal computer with word processing, spreadsheet, and database programs

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college level courses in architecture; engineering; public or business; administration; construction management; facilities planning; or related courses from a State approved joint labor management apprenticeship program.

Experience:

Two years of experience in drafting, construction cost estimating, or facilities planning on construction or repair and modernization projects or programs. A bachelor's degree in architecture, engineering, or construction management may be substituted for up to one year of the required experience.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
05-08-17
MHO