

## RELOCATION SERVICES SUPERVISOR

### DEFINITION

Supervises, coordinates, and executes relocation services and Move, Add, Change (MAC) projects for the District.

### TYPICAL DUTIES

- Oversees all relocation and MAC projects and resolves complex project issues including facility deficiencies, time constraints, and unforeseen circumstances.
- Assists the Director of Non-Academic Facilities Planning in the selection and review of vendor contracts and performance.
- Coordinates, schedules, and executes complex relocation and MAC requests.
- Evaluates relocation and MAC requests and determines appropriate scheduling and vendors to use.
- Coordinates with District offices such as the Information Technology Division, Maintenance and Operations, Truck Operations, Procurement, Facilities Environmental Technical Unit, Office of Environmental Health and Safety, Relocatable Housing Unit, and external vendors on matters related to project development and progress.
- Prepares scope of work and cost estimates of labor hours and materials for relocation and MAC project requests.
- Processes task orders and coordinates invoice payment process for moving services for modular furniture, cleaning, and security systems.
- Prepares and maintains inventory of sites before and after relocations.
- Conducts site walks with designers and vendors to inventory furniture and equipment and ensures scope completion.
- Reviews completed projects with clients to ensure that the site is operational and all needs have been addressed and achieved.
- Coordinates project meetings with vendors to verify all parties comply with project scope, performs on-site trouble shooting, and informs all parties of project developments.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Relocation Services Supervisor supervises, coordinates, and executes relocation services and MAC projects for District staff offices, facilities, and equipment.

The Director of Non-Academic Facilities Planning develops strategic plans, organizes, and coordinates activities related to facilities requirements identification and facilities planning and space allocation for the District.

A Relocation Services Coordinator coordinates and executes relocation services and MAC projects for District staff offices, facilities, and equipment.

## SUPERVISION

General supervision is received from the Director of Non-Academic Facilities Planning. Supervision is exercised over Relocation Services Coordinators. Work direction is exercised over District personnel and external contractors and vendors in relation to relocation and MAC project activities.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of facilities and/or property management
- Service and equipment contract and purchase ordering procedures
- Cost estimating
- Financial, project, labor, or material tracking systems
- Microsoft Outlook, Word, and Excel

### Ability to:

- Supervise effectively
- Analyze and plan scope of work for relocation and MAC projects
- Organize and prioritize working time under the pressures of multiple projects and deadlines
- Work effectively with District employees and outside contractors and vendors
- Communicate effectively, both orally and in writing
- Operate a computer and associated peripheral equipment

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Five years of property or facility project management experience in educational facilities or high rise properties preparing scope of work, managing vendor contracts, and scheduling project activities related to relocations of staff, classrooms, or equipment. Facility project management experience in industrial, utility, or assembly facilities is preferable. Supervisory experience in a related area is preferable.

### 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 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.

New Class  
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LKD