

RELOCATION SERVICES COORDINATOR

DEFINITION

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

TYPICAL DUTIES

- Coordinates, schedules, and executes relocation and MAC requests.
- Evaluates relocation and MAC requests and determines appropriate scheduling and vendors to use.
- Coordinates with various 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, and external vendors on matters related to relocation project development and progress.
- Coordinates the invoice and payment process including creating and closing of job tickets and purchase orders.
- Prepares scope of work and cost estimates of labor hours and materials for relocation and MAC project requests.
- Processes task orders for moving services, modular furniture, carpet cleaning, and security systems.
- Prepares and maintains inventory of sites before and after relocations.
- Verifies sites are operational through coordination of telecommunication and network system requests with Information Technology Division staff.
- 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.
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- Coordinates project meetings with vendors to ensure all parties comply with project scope and informs all parties of project developments.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

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

SUPERVISION

Supervision is received from the Relocation Services Supervisor. Work direction is exercised over District personnel and outside contractors and vendors in relation to relocation and MAC project activities.

CLASS QUALIFICATIONS

Knowledge of:

- Facilities and/or Property Management processes and procedures
- Service and equipment contract and purchase ordering procedures
- Cost estimating
- Financial, project, labor, or material tracking systems
- Microsoft Outlook, Word, and Excel

Ability to:

- Organize and prioritize working time under the pressure 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:

One year of property or facility management experience preparing scope of work, managing vendor contracts, and scheduling project activities related to real estate or government or commercial buildings. Related experience with educational facilities and/or high rise properties 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
03-28-16
LKD