

NEW 0/0/04
06/20/10
10/21/10

JOB DESCRIPTION

TITLE FACILITY AND REAL PROPERTY ASSETS COORDINATOR

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/ Experience	Bachelor's degree with five years related experience and/or training.
Language Skills	Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries to complaints from customers, regulatory agencies, or members of the business community. Ability to prepare presentations and articles for publication that conform to top management, public groups and/or school board requirements.
Mathematical Skills	Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.
Certificate/License	N/A
Reasoning Ability	Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to sit, talk and hear; stand and walk; use hands to finger, handle, or feel; reach with hands and arms. The employee occasionally lifts and/or moves up to 25 pounds. Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Executive Director, Facilities Management

GENERAL RESPONSIBILITIES

1. Establishes and manages the District Facility Asset Database.
2. Assists in the procurement actions related to the acquisition of real property.
3. Manages the District's Facility Lease Program in accordance with Board policy.
4. Assists with district property management issues. .
5. Reviews plans and provides input on traffic management for new sites and traffic modifications to existing campuses, including coordinating sidewalk, parking lot, traffic signals, calming and signage with district staff.
6. Coordinates maintenance and monitoring of irrigation wells, conservation easements, preserves and engineering certifications for water management systems as required by government agencies.

SPECIFIC RESPONSIBILITIES

1. Ensures all facility attributes are collected and accurately entered in District's Facility Asset Database. Ensures database has current and accurate data. Communicates attribute changes with Coordinator of Capital Improvement Plan and asset control.
2. Establishes and Manages the District's Facility Inspection Program. Ensures inspections are conducted in a timely manner; ensures facility deficiencies are identified and properly reported. Records facility condition in Facility Asset Database.
3. Assists creating the District's 5/10/20 Year Capital Plan as it relates to facility condition and traffic improvements.
4. Assists in the negotiation of real property with individual property owners.
5. Assists researching real property for potential purchase.
6. Orders and reviews real estate appraisals, feasibility studies, and other necessary reports as required by the Executive Director.
7. Participates in budget preparation and administration for property acquisition.

8. Assists as needed coordinating hurricane debris sites with county and municipalities.
9. Assists coordinating activities related to parks, playgrounds, and recreational areas defined in agreements and leases with Collier County, the City of Naples, and the City of Marco Island.
10. Coordinates the District Lease Program.
11. Supervises The Facilities Assets Specialist and one Bookkeeper.
12. Coordinates the Post Occupancy Evaluation program and, when necessary, coordinates corrective action to eliminate or prevent undesirable facility issues.
13. As needed, evaluates and recommends solutions with aid of traffic professionals for resolution of identified traffic problems and issues.
14. Serves as the District ex-officio member of the County's Pathway Advisory Committee.
15. As needed, coordinates parking lot, sidewalk, bus ramp and access road improvement projects with site administrator, District staff, consultants and staff of the appropriate unit of local government.
16. Insures that appropriate consultant contracts are in place for monitoring conservation easements and preserves writing and submitting reports, and exotic invasive species eradication as required by government agencies.
17. Insures that appropriate consultant contracts are in place for monitoring irrigation wells, writing and submitting reports and meter calibrations as required by the South Florida Water Management District.
18. Coordinates sites for summer programs with Facilities Management; ensures summer programs, maintenance and construction projects do not conflict.
19. Performs other duties as assigned.