



## COMMISSIONING COORDINATOR

Job Description

Job Code: 015BOE  
Bargaining Unit: PEA/06  
Effective Date: 12/2016

### Position Summary

Perform responsible work providing assurance that the actual construction work performed meets the requirements and specifications of the project.

### Reporting Relationship

Works under the general direction of a department manager or unit supervisor.

### Responsibilities

The listed examples may not include all the duties performed by all positions in this class.

Develop and maintain the commissioning standards to be used as the guidelines for the commissioning process used for all district construction, modification and deferred maintenance projects.

Develop and maintain all the necessary documents used in the commissioning process.

Develop a project specific commissioning plan for each project assigned.

Identify, coordinate, and manage external commissioning agencies, consultants and contractors.

Develop a commissioning schedule that meets the requirements of the project.

Review drawings and make recommendations concerning constructability, reliability and maintainability

Continually monitor construction activities for compliance to contract, documents and quality

Attend project meetings for assigned projects as needed.

Review all project documentation for meeting the intent of the project.

Perform quality assurance inspections of all equipment and work performed on each assigned project.

## **COMMISSIONING COORDINATOR**

### **Responsibilities (continued)**

Develop or obtain test, start-up procedures for equipment, and the sequence of operation for use in developing the commissioning plan.

Verify functional checks have been performed to accepted standards.

Verify all equipment is operating as designed and meets or exceeds the expectations of the project.

Collect all record drawings, Original Equipment Manuals (OEM), guaranties, warranties and as-builts in a form acceptable to district needs.

Coordinate the commissioning team throughout the design, construction and maintenance processes.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

### **Knowledge, Skills and Abilities**

Considerable knowledge of building codes, ordinances, standards and regulations including, but not limited to, Minnesota State Building Code, ANSI A117.1, the Americans with Disabilities Act, and City of St. Paul zoning and related legislation.

Strong knowledge of construction methods and standards used in the construction of large and complex facilities.

Strong working knowledge of project management techniques and methods.

Excellent communication skills both written and verbal.

Considerable skill in assessing and prioritizing multiple tasks, projects and demands.

Considerable skill in analyzing problems, resolving disputes and grievances, and developing effective solutions.

Considerable skill in data management, recordkeeping, research, analysis and reporting.

## **COMMISSIONING COORDINATOR**

### **Knowledge, Skills and Abilities (continued)**

Strong ability to be a leader of multiple teams consisting of district employees and outside contractors.

### **Minimum Qualifications**

College graduation with a degree in mechanical, industrial, civil, electrical or related engineering and four years of experience in commercial construction that includes some experience in commissioning.

### **Preferred Qualifications**

Registered professional mechanical engineer in the State of Minnesota

Leadership in Energy and Environmental Design (LEED) Accredited Professional.

Certification as a Commissioning Provider by a 3<sup>rd</sup> party agency.

Experience managing to scope, schedule and budget for construction projects of all sizes.