

The Capital Projects Analyst is responsible for implementing projects contained on the District's Capital Master Plan. The Capital Projects Analyst conducts independent work and performs professional level, individual analysis and makes recommendations in the area of capital projects. The scope of work includes overseeing projects within the facilities operations to ensure that projects are being completed on time and within budget. Work involves collecting, summarizing, and analyzing a variety of data to support organizational and stakeholder understanding of District efficacy and efficiency. Projects include but are not limited to HVAC, roofing, site modifications, and other projects as assigned.

Chain of Command

The Capital Projects Analyst reports to the Director of Facilities.

Competencies of the Capital Projects Analyst

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Must be able to work independently
- Knowledge of relevant federal, state, and local laws, as they pertain to public education
- Proficiency with various technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Visions, Google Suite, Survey Monkey, etc.)
- Knowledge of state statutes and other regulatory compliance requirements as they relate to construction and facility operations (Fire code, Maricopa County Health, Air Quality, etc.)

Essential Duties

- Leads the development, implementation, administration, and reporting of key metrics/data for capital projects.
- Responsible for the creation and presentation of capital projects to district leadership and community stakeholders regarding scope, timelines and cost analysis.
- Utilize District work order system, requisition, and purchase order processes in order to collect and analyze data.
- Supports District-wide initiatives related to the development of the Capital Master Plan and oversight/management of projects necessary to initiate the plan
- Collaborate with contractors, architects and other vendors regarding capital projects and specifications.
- Coordinate with district vendors regarding district construction and emergency breakdowns.
- Communicate with internal and external stakeholders regarding project schedules, timelines, impact on schools and safety and emergency issues.
- District liaison with AZ School Facilities Board (SFB) including but not limited to applying for Building Renewal Grants (BRG's) for monies to help fund district renovations and repairs.
- Other duties as assigned.

Minimum Qualifications

Bachelor's Degree in a related field and two years of experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.



Licensing/Certification Requirements

Valid AZ Fingerprint Clearance Card

Valid AZ Driver's License

Date Revised

2.7.2023