



For the future of every student

CLASS TITLE: FACILITIES PLANNER

BASIC FUNCTION:

Under the direction of the Director of Facilities performs technical and responsible functions and activities related to the planning and coordination of the District's new school facilities, relocatable classrooms and modernization/remodeling of existing buildings; plans, organizes and develops facilities reports and summaries. Employees in this job class receive minimal supervision within a broad framework of general guidelines. This job class functions at a high level of technical expertise and supervises the daily work of staff involved in the facilities planning function.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:

Monitor and coordinate the progress and development of school facility related projects.

Prepare and evaluate requests for proposals for architectural services and other construction/maintenance related professional services.

Participates in the selection of architects, engineers and other professional services.

Evaluates consultant performance.

Arranges, schedules, coordinates and attends the design committee meetings with district personnel, architect and community members.

In the absence of the Director of Facilities chairs Design Committee meetings. Provides input and recommendations related to design programming, and specifications of new School facilities and modernization projects.

Determines infrastructure needs for technology projects throughout the District.

Conducts facilities needs assessment and correlates data for use in future planning.

Assists with the identification and acquisition of real property for new school facilities.

Assists the Director of Facilities in the acquisition and placement of portable classroom buildings for expansion related to class size reduction and student growth.

Conducts site analysis and selection of appropriate location of portable buildings.

Works with the Director of Facilities in the planning and implementation of temporary student housing during the modernization of school facilities.

Prepares and submits monthly reports outlining current status of projects and establishes milestones.

Assists the Director of Facilities in the development and maintenance of support material and project applications for the State School Building Program.

Assists the Director of Facilities in the preparation of environmental assessment documents for facilities projects for compliance with the California Environmental Quality Act (CEQA).

Researches, provides information and tracks progress with City and County Planning departments, State Department of Education, Division of State Architect, State Office of Public School Construction and other state and local Agencies.

Directs, monitors and evaluates the work of assigned personnel; makes recommendations for hiring, disciplinary and other work related actions.

OTHER DUTIES:

Performs related duties similar to the above in scope and function as required.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Building construction methods and materials; architectural and engineering procedures.

Cost analysis techniques and procedures for remodeling/reconstruction and new construction.

Design specifications and terminology used in the building trades.

Applicable codes, regulations and ordinances.

Environmental mandates and laws.

Various computer applications, such as spreadsheets, word processing and project management.

Principles and practices of management and supervision, including planning, organizing, assigning and reviewing work performance appraisal and discipline, and employee selection and development.

The tools materials and equipment used in building trades.

ABILITY TO:

Read and interpret construction plans, specifications, ordinances, codes and contracts.

Develop specifications for new and remodeling projects.

Research, interpret and apply a variety of technical information relating to the planning, construction and leasing of facilities.

Develop comprehensive cost estimates for construction and/or remodeling projects.

Consult with architects and engineers.

Confer with school officials regarding priorities and conflicts in the construction and/or remodel of facilities.

Plan, organize and develop facilities reports and make presentations to a wide variety of audiences, including the Board of Education.

Analyze situations accurately and develop an effective course of action.

Effectively communicate both orally and in writing.

Establish and maintain effective and efficient relationships with those contacted in the performance of required duties.

Operate a variety of equipment including office equipment and shop equipment.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient education, experience and/or training which demonstrates the knowledge and abilities listed above. Typically Incumbents will have extensive experience, which includes planning construction or reconstruction/remodeling projects.

LICENSES AND OTHER REQUIREMENTS:

A valid California Driver's license

WORKING CONDITIONS:**ENVIRONMENT:**

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.

Approved by Personnel Commission:

10/15/1997

Revised:

09/17/2008