

## **FACILITIES PLANNER**

### **DEFINITION:**

Under the supervision of the Coordinator of Facilities Planning and Construction, perform responsible administrative, analytical and technical duties in support of the District's facilities development program; coordinate, organize and monitor the planning, design, construction, reconstruction and modernization of District facilities; oversee contracted personnel services relating to each construction project; serve as project manager for designated construction projects; plan and direct groundbreaking/dedication ceremonies; develop, prepare and monitor budgets for State School Building, Mello Roos and Developer Fee Funds.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Organize and perform a variety of technical and administrative duties in support of the day-to-day operations of the facilities planning and construction program.
- Coordinate, organize and manage construction and modernization projects; meet with architects and school sites to develop viable plans for new construction and modernization projects; develop needs assessment within budgeted amount.
- Develop state applications for eligibility for state funding for modernization and new construction projects.
- Act as liaison between the District and California Department of Education, Division of State Architect, Department of Toxic Substance Control and Office of Public School Construction for review of approvals for all District construction projects.
- Act as liaison for all bidders, architects and the District for each construction project; attend weekly construction meetings with contractor, architect, DSA inspector, to monitor ongoing progress of each construction project to ensure projects remain on approved timelines and within budget.
- Research and respond to inquiries from a broad audience regarding the District's participation in the State school building program; interpret policies and procedures in order to answer questions.
- Prepare clear, concise and documented reports relative to departmental functions; conduct surveys and analyses, gathering information, making comparative analyses and drawing conclusions and recommendations; draw charts and graphs which reflect or illustrate issues and data analysis; proof and edit reports and charts; identify written sources of information; contact others to give and secure necessary information.
- Formulate and monitor construction budgets from State School Funds, Mello Roos Funds, and Developer Fee Funds for all construction projects.
- Oversee the development and maintenance of file system for State funded construction projects audits.
- Coordinate the equipping of schools with necessary furniture and equipment to ensure delivery per schedule.
- Ensure all guarantees and warranties are received. Direct the follow up on all warranty items reported during the one-year warranty period.
- Participate in District, County and State construction meetings when applicable; prepare materials and follow up on issues and actions.
- Compose correspondence on a wide range of subjects requiring knowledge of District policies and procedures.
- Perform other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Methods, procedures, and regulations relating to construction/modernization of school facilities; State Allocation Board Program requirements; California Department of Education requirements for approval of State funded projects; applicable sections of State Education Codes and other regulating agencies; California Environmental Quality Act (CEQA) and Department of Toxic Substances Control (DTSC) requirements and reporting procedures; environmental impact studies and reporting; financial alternatives for funding sources; basic principles and methods of administrative surveys; correct English, grammar, spelling and punctuation; modern office methods, including personal computer; basic word processing, spreadsheets, databases and presentation software.

**Ability to:**

Understand construction plans, specifications and procedures; interact with prospective bidders, District administrators, architects and state and local agencies to ensure the correct bidding process occurs; interpret and apply specific rules, laws, policies and procedures of State agencies and the District; assist with the development and implementation of the District's long-range facility plan; understand and administer contracts; maintain and submit accurate and complete construction records and reports; meet deadlines, organize and set up schedules for planning and construction of all projects; gather and analyze data and information effectively; draw logical conclusions and make basic recommendations; conduct ongoing research of all State and Federal web sites for changes to rules, regulations and funding opportunities for all construction projects; design spreadsheets showing funding status of all construction projects; communicate effectively both orally and in writing; establish format, correspondence, charts and statistical outlines; maintain complex records and files; establish and maintain effective working relationships.

**Experience:**

Four years experience in facilities planning or related field, preferably in an educational setting which has provided the applicant the knowledge and abilities listed above.

**Education:**

Graduation from high school, coursework in facility planning, construction management preferred.

**Physical Performance Requirements:**

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

**Licenses:**

Possession of a valid California Driver's License.

Board Approved: June 9, 1983  
Revised: December 6, 1988  
Revised: December 11, 1990, effective July 1, 1990  
Revised: October 8, 2002  
Revised: December 15, 2004  
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