

**PLANNER, FACILITIES PLANNING AND CONSTRUCTION****DEFINITION:**

Under the supervision of the Chief of Facilities, Construction and Maintenance, coordinates and administers facilities planning and construction activities related to new school construction, renovation of existing schools, relocatable classrooms and other support activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Coordinates and/or assist in planning of the District's facilities planning and construction projects
- Prepares and/or reviews student enrollment projections for facilities planning and budget
- Evaluates factual data for long range facilities planning requirements
- Assists and/or manages preparation of data and required documents for eligibility or projects as needed by the California Department of Education (CDE), the Division of the State Architect (DSA), the Office of Public School Construction (OPSC) and other agencies for participation in the State School Facility Program (SFP) or any other facilities programs
- Assists the Chief of Facilities, Construction and Maintenance in identifying new school sites and obtaining approvals from State and local agencies
- Assists in the execution of site acquisitions in coordination with consultants, appraisers, legal counsel, title companies and property owners or occupants, including appraisal procurement and evaluation, escrow initiation procedures and preparation of documents for execution
- Assists preparation and/or develops reports from researched material, providing information and recommendations relative to the department, including reports to the Board of Education
- Reviews, reports and recommends needed action on the Cities and County Planning agencies policy and agenda items to ensure that the District protects the ability to provide quality education
- Reviews and analyzes contracts for professional services
- Researches and applies district policy, materials, opinions and trends regarding planning matters
- Represent the Department at various organizations and committee meetings
- Serves as an assistant project manager on assigned facilities planning and construction projects
- Operates a variety of office equipment, a computer and assigned software; drives a vehicle to conduct work

**QUALIFICATIONS:**

- Knowledge of school facilities planning and construction including information sources and research techniques, SFP programs and forms, and local governmental operations
- Familiar with California school laws and codes including Title V
- Oral and written communication skills
- Proficient computer skills including Microsoft Office Word, Excel, PowerPoint, One Note and Outlook.
- Interpersonal skills including tact, patience and courtesy

**ABILITY TO:**

- Work in a busy office environment
- Sit/stand and focus on work
- Manager multiple concurrent projects
- Lift and carry up to 25 pounds
- Walk on or over uneven surface at construction sites and various school sites
- Climb and maneuver over and around equipment
- Ability to travel to a variety of sites within a reasonable time frame, work cooperatively and effectively with managers, contractors, architects, and others contacted in the course of performing work

Experience:

One year of experience in Urban or California school facility planning and construction.

Education:

Graduation from high school. A Bachelor's Degree from an accredited college or university in planning, architecture, engineering or related discipline, or equivalent specialized training and experience preferred.

Licenses:

Possession of a valid California Driver's License.

Board Approved: March 8, 2018