



## FACILITIES AND PLANNING SPECIALIST

Classification: Professional-Technical Level 5

Location: District Office

Reports to: Director Facilities & Planning

FLSA Status: Exempt (Administrative)

Employee Group: Professional-Technical

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the job change.

### **Part I: Position Summary**

The facilities and planning specialist is responsible for planning for and coordinating use of and need for district facilities to include coordinating with external planning agencies, projecting facility needs, and forecasting use by internal and outside agents. Responsible for planning, management, and supervision of district construction projects for both new and renovated facilities. Includes responsibility for determining, collecting, and assuring that design plans are responsive to educational needs and purposes. Responsible for assuring effective project management of construction to meet timelines, achieve economy and efficiency, and provide for safe construction operations. Responsible for assisting in all aspects of assigned construction projects from conception through completion. This includes the areas of design, estimating, budgeting, permitting, scheduling, and project management.

### **Part II: Supervision and Controls over the Work**

Serves under the direction of the director of facilities and planning. Is responsible for results in terms of effectiveness of planning and supervision for achievement of project goals and objectives. Work is guided by, and must be in compliance with, federal and state law, local municipal and county agencies, policy direction of the School Board, compliance with state and local regulatory agencies.

### **Part III: Major Duties and Responsibilities:**

Performs some or all of the following duties with a significant degree of independence seeking the guidance and direction of the director of facilities and planning:

1. Manages or assists in updating the capital facilities plan to include planning office administration, developing and maintaining planning data, and planning liaison with city, county, and state planning offices and/or officials.
2. Assists in the development of short and long-range enrollment projections for use in planning for facilities, in conjunction with consultants specializing in this work. Develops annual update of school capacities, and projections of needs for new portable and permanent classrooms.

3. Manages the district's school impact and mitigation fee program, including collecting fees for district facilities and responding to requests for comments from city and county planning departments for housing development projects.
4. Manages the real property resources of the district, including purchase, sale, lease, or transfer of buildings and properties. Responsible for updating the district's real property use matrix.
5. Assists with coordinating and/or leading the district's school boundary review process, to include, identifying and maintaining awareness of enrollment data that drives boundary planning and recommending/coordinating the realignment of boundaries for optimal facility planning and use.
6. Responsible for planning, design and construction of capital projects to include contract preparation. Conducts preliminary investigation and evaluates existing conditions on new and remodel projects. Leads the development of bid specifications, review of construction bids, and assessment of bidder capabilities, the recommendation of bid awards, project scheduling, and contract performance. Secures and coordinates project approval with local and state jurisdictions and assure all permitting and inspection requirements are met. Monitors and directs design of projects including review of architectural and engineering plans, permitting, conformance with code, and contract compliance and modification.
7. Monitors contract performance to include field checks, inspections, safety and quality control, and progress reporting and progress payments, and takes action to notify and engage other involved managers when projects are not on track. Reviews and recommends approval of contractor payments. Participates in and/or chairs construction meetings and maintains records and reports as required.
8. Works collaboratively with committees, groups, and architects in the development of specifications. Represents the District in external contacts with state, regional, city, and community groups.
9. Coordinates with office staff, project staff, and/or special teams of district staff assisting in facility preparation.
10. Performs other duties as assigned.

**Part IV: Minimum Qualifications**

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.



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2. Associate's degree or equivalent in facilities planning, architecture construction, engineering, business or directly related fields. Three years of directly related and progressively responsible experience in or directly related to capital projects management, and/or a combination of experience and education may substitute for the education requirement.
3. Ability to make complex mathematical computations, read, and interpret architectural and/or engineering drawings and specifications.
4. Strong oral, written, and interpersonal communication skills.
5. Ability to work both independently and cooperatively, exercise judgment and creativity, organize work, set priorities, and meet deadlines.
6. Ability to organize work, set and adjust priorities, and meet deadlines while managing multiple projects. Ability to establish effective working relationships at all levels of the organization.
7. Knowledge of building codes and permit requirements.
8. Knowledge and skill in the effective use and application of technology and project management systems related to facility planning and use.
9. A working knowledge of building technology, construction practices, furniture, fixtures, & equipment (FF&E).
10. Ability to safely operate district equipment and vehicles.

### **Part V: Desired Qualifications**

1. Bachelor's degree or higher degree in construction management, architecture, engineering, business, management, school administration or related fields.
2. Knowledge of and experience with Public Works projects
3. Experience in public school administration.

### **Part VI: Physical and Environmental Requirements of the Position**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. Noise levels can be appreciably high due to operation of



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construction equipment. Employee must have vision capability to work with intricate drawings such as architectural/engineering prints and schematics.

The employee must occasionally lift and/or move up to 50 pounds; crouch, crawl, bend, kneel, climb ladders and scaffolding, wear protective gear, be exposed to high noise levels, and work outdoors in inclement weather. Employee may sit or stand for longer than 4 hours at a time.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Employee must frequently work outdoors using appropriate safety equipment at construction sites in varying weather and environmental conditions.