

FACILITIES CONSTRUCTION PLANNER

OVERALL JOB PURPOSE STATEMENT

Under the supervision of the Director of Planning Services, the classification of Facilities Construction Planner is established for the purposes of preparing initial data gathering and analysis to support projected and pending facility construction and renovation projects; assisting in the planning, gathering and statistical analyses of data related to facilities inventory and utilization, school site capacities, and school construction design; conducting long and short-range planning projects for the district and in collaboration with other government agencies, schools and community groups; ensuring that necessary coordination with various local agencies occurs in a timely manner (e.g. city or county construction planning agencies); assisting in setting and adhering to standards for items and services needed for occupancy of new construction; coordinating, monitoring and ensuring implementation of diverse activities necessary to support building projects (e.g., securing procurement of temporary classrooms structures, fixtures, furniture and equipment for new structures, etc.).

DISTINGUISHING CHARACTERISTICS

The Facilities Construction Planner is a class that coordinates, monitors and assists in implementation of decision-making and adherence to project standards including data collection and analysis and project planning steps leading to the start of facilities construction and the subsequent preparations for final occupancy of completed construction. The activities require significant scheduling and monitoring of planned project dates ensuring adherence to, or needed adjustments to, established schedule and timelines. This includes: the compiling and reporting on data about facilities inventory and utilization; capacities of existing sites; projected future school population demographics; coordinating permitting steps and processes with other local agencies; assisting in setting and adhering to project standards and specifications during the procurement of fixtures, furniture and equipment (FF&E) to be installed by end of construction; coordinating information and actions with architects and affected site and district staff.

In contrast, the Facilities Planning Analyst is responsible for analysis and decision-making in a variety of complex and significant aspects of such district-wide programs as facility financing, construction and contracting, project planning and scheduling, and real estate. The scope of assignments includes managing, analyzing, coordinating and assessing information from source and secondary documents, including statutes, policies, rules, regulations, program guidelines and contract terms and conditions, and the development and application of financial accounting and forecasting principles, systems and techniques to the management of facilities and technology systems and projects.

ESSENTIAL JOB FUNCTIONS

- Participate in activities related to the collection, maintenance and analysis of information required for enrollment projections and school site development; prepare reports, projections and analyses of demographic and building trends.
- Assist in the compilation, analysis and preparation of data required for school facilities reporting and projects (e.g. statistical demographic research; preparation of applications and reports for the State School Building Program).
- Assist in the establishment and adherence to standards relating to facility fixtures, furniture and equipment (FF&E) during procurement and installation phases.

CLASSIFIED

- Analyze local, state, and federal policies and legislation to identify their impact and budget implications to district programs and organization.
- Attend meetings and conferences and serves on committees as directed; attend and provide background information at various meetings and planning sessions.
- Represent the department at workshops and conferences.
- Establish and maintain a master schedule of planned projects and cost estimates, ensuring that FF&E planned phases remain linked to the appropriate projected milestones.
- Review current literature on educational reform and identify implications affecting current and future planning for District projects.
- Prepare or assist in preparing grant proposals for assigned programs.
- Compile data, apply computerized statistical models and prepare reports on facilities inventory, site utilization and school capacities, with recommendations for management decision making.
- Provide liaison to community advisory committees and planning groups for short and long-range planning goals and objectives; meet with community advisory committees regarding planning standards; review architectural plans and interpret to others as needed.
- Establish and maintain liaison with appropriate city, county, state and federal agencies to coordinate school planning with public agencies.
- Visit school sites to obtain facilities data and determine effective use of facilities; evaluate facility needs and recommend solutions.
- Assist in preparing documentation related to permitting and conformance to various government regulations such as environmental reports, school site utilization patterns, and demographic projections affecting future school site needs.
- Prepare applications and reports related to obtaining funding for facilities.

OTHER JOB FUNCTIONS

- Perform other related duties as assigned.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED

Knowledge of:

- School facility design and construction.
- State codes and regulations and district policies related to school construction design and contracting.
- Uniform building codes.

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- Interpretation of working drawings.
- Methods and terminology used in school site design and contracting.
- Various forms of electronic technology suitable for educational applications.
- Reporting on construction planning, progress, costs, and change orders.
- Establishing procedures and guidelines for gathering data to complete complex reports and statistical analyses.
- Types of fixtures, furniture, equipment and other physical components of a facility to enhance educational and learning activities at a school site.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Modern office practices, procedures and equipment, including proficiency with standard computer software.

Skill to:

Perform multiple technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: read, interpret, apply and explain plans, specifications, construction drawings and related documents.; planning and administering activities; problem solving; oral and written communications; meet schedules and time lines; operating standard office equipment including using pertinent software applications; performing accounting procedures; analyzing information from varied sources, and preparing and maintaining accurate records; applying tact, patience and courtesy during interactions with a wide range of different people from various organizations as well as the public.

Ability to:

- Represent the District at meetings with local agencies and community groups involved in facility planning.
- Assist in the presentation of complex information to a general audience concerned about schools.
- Analyze and solve problems relating to construction planning.
- Monitor construction contracts and agreements.
- Prepare specifications, procedures manuals, schedules, correspondence and other written material.
- Schedule activities related to planning for, and follow up with, school facility construction.
- Confer with architect(s), engineers, planners, school and district administrators, contractors, government agencies and others during construction planning and later phases of projects.
- Monitor the work of consultants and professional experts.
- Read and understand demographic and other complex statistical data and reports.
- Conduct analytical studies.
- Plan, organize and maintain complex technical record keeping, accounting and reporting for various district facility financing sources (NCW, Mello-Roos, OLA, etc.)
- Prepare, organize and conduct research and compile data to complete complex reports.
- Analyze laws and regulations and recommend revisions in policies.
- Understand and use complex software programs.

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- Read, interpret, apply and explain rules, regulations, policies, procedures, agreements and contracts.
- Analyze situations accurately and adopt an effective course of action.
- Read, understand and interpret agreements, contracts and construction bids.
- Plan, initiate and complete assignments independently with minimum direction.
- Collaborate planning activities with Business Services staff, site staff and others.
- Analyze legislation to determine the impact on the district.
- Assist in developing and recommending a large range facility and financing master plan for District consideration.
- Represent the District with state and local officials and the community regarding complex and controversial facility issues.
- Communicate/coordinate activities and projects with other agencies and District staff.
- Negotiate with architects, contractors and vendors to correct identified discrepancies or to adopt and implement necessary changes to approved construction projects.
- Plan and organize work, and assign, supervise and evaluate the work of subordinates, contractors, architects, and vendors.
- Meet schedules and time lines.
- Establish and maintain cooperative and effecting working relationships with a wide variety of staff, consultants, contractors and vendors.
- Maintain records and prepare reports.

RESPONSIBILITY

Responsibilities include working under limited supervision; coordinating with other persons within a small work unit in other work units; and monitoring the use of resources and schedule deadlines. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

GENERAL WORKING CONDITIONS

Typical office environment and facility construction project sites. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 50 pounds); some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under some temperature extremes with moderate exposure to risks typical of a building construction site. This job is performed in a generally clean and healthy environment, with occasional exposure to construction site conditions involving dust, fumes, noise, and outside atmospheric variances.

EXPERIENCE

At least two years of professional-level experience responsible for systems and procedures to support the planning and monitoring of commercial or public works projects such as schools, hospitals, large office buildings, major public infrastructure, etc.

EDUCATION

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Bachelor's degree in architecture, engineering, public administration planning, construction management, business administration/management, or closely related field. (Note: Up to four years of additional full-time qualifying experience may substitute for the education requirement on the basis of one year of experience for each 24 semester/45 quarter units of education leading to one of the preferred degrees.)

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

California Class C Driver's License; record of driving history issued by the California DMV on its Form H-6 less than 30 days prior to applying for the position.

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Fingerprint Clearances issued by the California Department of Justice and the Federal Bureau of Investigation (FBI); TB Clearance. Pre-employment physical examination including negative drug screen.

FLSA STATUS

Non-exempt

SALARY RANGE

Bargaining Unit