

Job Description

Job Title: **Facilities Planner**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **May 2017**

Job Code: **5041**
 FLSA Status: **Exempt - P**
 Pay Range: **L 08**
 Work Year: **12 months**

SUMMARY: Represent the district’s interest in the construction and renovation of school facilities. Act as a technical facilitator between the district’s educational community and its design and construction partners. Duties include reading, and interpreting construction documents, reviewing and reporting on architectural standards and building conditions; estimating building component costs, drafting using computer-aided design software, assisting the educational community in planning their departments within school facilities and layout of space within school facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Job Tasks Descriptions | Frequency | % of Time |
|---|------------------|------------------|
| 1. Evaluate facilities and recommend repairs or modifications. | D | 12% |
| 2. Implement facilities assessments and space inventories. | D | 12% |
| 3. Develop, coordinate and maintain facilities management databases. | D | 12% |
| 4. Develop program statements, scope of work, conceptual space plans, budget and schedule for projects. | D | 12% |
| 5. Monitor the design of facilities by consultants, design partners, contractors to ensure compliance with district design standards. | D | 12% |
| 6. Review projects for compliance with applicable codes and standards. | D | 12% |
| 7. Support the update of District Master Plans. | D | 12% |
| 8. Maintain the districts education specifications and technical guidelines. | D | 12% |
| 9. Perform other duties as assigned. | Ongoing | 4% |

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in architecture or a related field. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five (5) years of planning experience.
- Experience with educational facilities preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver’s license required within 30 days of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication, interpersonal and organizational skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to read, interpret and understand blueprint, design and construction documents.
- Knowledge and ability to use AutoCAD, Revit, Archibus and/or other drafting software.
- Knowledge and understanding of the construction process, building codes and standards.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to perform site walks and assessments for planning and design work.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | JOB CODE |
|--------------------|---|-----------------|
| Reports to: | Facilities Planning, Assistant Director | 3072 |

| | POSITION TITLE | # of EMPLOYEES | JOB CODE |
|------------------------|---|-----------------------|-----------------|
| Direct reports: | This job has no supervisory responsibilities. | | |

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in developing, coordinating and initiating requisitions for the project budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | X | |
| Use hands to finger, handle or feed | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | | X |
| Hear | | | | X |
| Taste | X | | | |
| Smell | X | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | X | | | |
| Up to 50 pounds | X | | | |
| Up to 100 pounds | X | | | |
| More than 100 pounds | X | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | | X |
| Analyze | | | | X |
| Communicate | | | | X |
| Copy | | | | X |
| Coordinate | | | | X |
| Instruct | | X | | |
| Compute | | | | X |
| Synthesize | | | | X |
| Evaluate | | | | X |
| Interpersonal Skills | | | | X |
| Compile | | | | X |
| Negotiate | | | X | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | | X | | |
| Work near moving mechanical parts | X | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Work in high, precarious places | | X | | |
| Fumes or airborne particles | X | | | |
| Toxic or caustic chemicals | X | | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather) | X | | | |
| Extreme heat (non-weather) | X | | | |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | | X | | |

| VISION DEMANDS: | Required |
|---|-----------------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | X |
| Distance vision (clear vision at 20 feet or more) | X |
| Color vision (ability to identify and distinguish colors) | X |
| Peripheral vision | X |
| Depth perception | X |
| Ability to adjust focus | X |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | X |
| Moderate | |
| Loud | |
| Very Loud | |