

FACILITIES PLANNING SPECIALIST

BASIC FUNCTION

Performs specialized planning related duties that support maintenance and capital improvement projects; creates and maintains the District's Inventory of Space; and conducts studies, compiles data, prepares reports and maintains files and records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for supporting the District's facilities planning and development functions. Incumbents perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a diverse range of specialized duties in support of the District's facilities planning and construction operations; conducts studies, compiles data, prepares reports, and maintains files and records.
2. Creates and maintains the District's Inventory of Space utilizing space management software, which determines how space and rooms are classified for state reporting purposes and includes site verification and measurement practices; completes and submits appropriate space inventory reports and data to the State Chancellors Office.
3. Conducts facility capacity and enrollment studies to evaluate needs and to provide information on maximum space utilization consistent with state mandated requirements.
4. Collaborates to gather and evaluate required documentation and data for submission of the District's 5-year Scheduled Maintenance Plan; evaluates information for accuracy and adherence to state guidelines; submits documentation to the State Chancellors Office.
5. Provides technical support for the development and implementation of the District's 5-year Construction Plan; works with the state consultant to ensure all requirements are met for the State Chancellor's Office.
6. Provides technical support for the development and implementation of the District's long-term capital facilities program, including sustainability, infrastructure, facility condition assessment, etc.
7. Works to obtain and organize utility statements; enters required data into an automated system and submits to the State Chancellor's Office.
8. Works to ensure that facilities projects are completed in a timely manner and that state guidelines are being met; coordinates with state consultant and utility agencies to ensure work meets mandated standards; enters documentation in project software program.
9. Receives and responds to inquiries; gives information where judgment, knowledge, and interpretation of policies, procedures, and regulations are necessary.
10. Composes correspondence on a variety of matters; prepares, produces, and distributes materials and reports on assigned programs.
11. Stays current on ideas, research, and practices pertaining to the assigned program through continued

- study and participation in professional organizations.
- 12. Participates in District-provided in-service training programs.
- 13. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a comprehensive planning and construction program.
2. Operational characteristics and functionality of facility planning and utilization databases.
3. General knowledge of terminology used in construction and planning.
4. State requirements and procedures for facilities planning.
5. Methods and techniques of measuring facilities consistent with state requirements.
6. Methods and techniques of creating the District's Inventory of Space.
7. Principles of the Uniform Building Code.
8. Principles and practices of space planning and utilization.
9. Mathematical principles.
10. Terminology used in engineering and construction fields.
11. Principles and practices of data collection and report preparation.
12. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
13. Principles and techniques of conducting research, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.

Ability to:

1. Perform specialized duties in support of the District's space planning and construction programs.
2. Coordinate the District's Inventory of Space process and submit required reports.
3. Work with colleges to gather information on planning and construction for submission of required reports.
4. Examine, interpret, summarize, and present administrative and technical information and data in an effectively.
5. Read and interpret construction facilities plans, blueprints, and related schematics.
6. Prepare, review, and present reports and other correspondence and communications clearly and concisely.
7. Maintain accurate databases, records, and files.
8. Perform arithmetic and financial calculations.
9. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
11. Exercise independent judgment within general policy and procedural guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
13. Communicate effectively in the course of performing work tasks.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade supplemented by college level coursework in business administration, construction management, or a related field and four (4) years of progressively responsible experience in performing administrative or technical support for an engineering or construction program; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.