

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Planner, Capital & Facilities

**BASIC FUNCTION:** Under the administrative direction of the Chief of Staff & Facilities Development, Planner performs a variety of duties related to planning, reporting, scheduling, tracking, budgeting and cost estimating of capital projects as related to District capital planning and development activities; planning activities with three accredited colleges; and coordinate and lead all compliance reporting with the State Chancellor's office for capital programming, inventory and scheduled maintenance funds programming.

**PROVIDES WORK OR LEAD DIRECTION TO:** Consultants.

**REPRESENTATIVE DUTIES:**

1. Plans, organizes and controls a variety of programs, projects and activities related to the planning, construction and renovation of district and college facilities and prepares related reports; identifies areas and services that may be improved.
2. Creates, analyzes and maintains databases as necessary to ensure that facility planning is based upon long and short range District goals, priorities and needs.
3. Develops and implements long and short-term plans and activities, including capital outlay plans and programs in compliance with the State Chancellor's office requirements through the use of FUSION, JCAF, and facilitate the development Initial Project Plans and Final Project Plans for state capital funds.
4. Prepares and maintains a variety of narrative and statistical reports, records and files related to operational activities.
5. Coordinates and communicates with administrators, District personnel, contractors, architects, Chancellor's Office staff and other appropriate organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
6. Develops programmatic plans for use by architectural and engineering affiliations for new and renovation/remodel projects with cost estimates and material lists, and adherence to and use of district standards.
7. Coordinates related planning and engineering for new construction, maintenance replacements, upgrades and renovation projects for buildings, and oversees CEQA and necessary permit processes for implementation of projects.
8. Coordinates facilities development activities with other staff and college departments; develops schedules, timelines and milestones; prepares periodic status reports; develops and maintains standards and coordinates purchases.
9. Develops reports and provides oversight of the capital facility budgets, proposals for state funding including but not limited to energy use and compliance; analyzes and reviews budgetary and financial data; and, develops bid packages.
10. Assists in coordinating, monitoring and management of District and college projects.
11. Develops of the Capital Outlay Five Year plan submitted annually to the Chancellor's Office along with the required Fusion reports, space inventory and DSA reporting; facility building evaluations and reports and any required follow-up reports. Process reports as well as perform cost estimating, building upkeep and renovation planning, forecasting, and capital improvement planning and reports.
12. Prepares and submits reports and coordinates remediation activities related to facilities inventories, ADA, CEQA, NPDES, state, federal hazardous materials compliance requirements, fire and life safety systems, energy management utility tracking, waste management reporting and related environmental and facilities maintenance activities required for reporting with State Chancellor's office.
13. Personal development in learning in facilities and capital programming and development, including sustainability and CEQA compliance.

14. Coordinate with other District and College services relative to program development, capital planning and facilities development and maintenance.
15. Represent the District with the college leadership, consistency and community in planning and related matters.
16. Develop, monitor and coordinate programs, processes, reports and other matters with the State Chancellor's Office.
17. Written and oral communication and presentations.
18. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
19. Performs other related responsibilities as may be assigned.

**EDUCATION:** The position requires a bachelor's degree, with coursework in planning, construction, project management, public administration or a related field. Master's degree preferred. Additional qualifying experience for the bachelor's degree on a year for year basis with one year of experience being equal to 30 semester or 45 quarter units of coursework.

**EXPERIENCE:** Five (5) years of related public or private experience in capital facilities planning and development. Demonstrated experience, knowledge and ability to organize, direct and successfully implement planning and programming of capital facilities projects in a higher education setting. Demonstrated experience in monitoring performance of consultants and other professional trades. Experience in a public education system is preferred.

**LICENSES/CERTIFICATIONS:** AICP certification is preferred.

**KNOWLEDGE OF:** Applicable state and federal laws, codes, rules and regulation including CEQA, District operations, policies and regulations; building measurement techniques and procedures and space allocation practices; principles of budgeting, and management; various computer software programs such as data base programs, spread sheets, word processing, facility management and project management; principles, practices and techniques of construction project management, project tracking and reporting including construction cost estimating; correct English usage, grammar, spelling, punctuation and vocabulary including the ability to satisfactorily communicate orally and in writing; and organizational planning methods and practices. Reporting requirements and systems of the State Chancellor's office is highly desirable.

**ABILITY TO:**

Ability to maintain working relations with a variety of constituencies and create a positive working environment; maintain standards; work independently and know when to ask for assistance; ability to write effectively and speak to groups; read, interpret, apply and explain rules, regulations, policies, procedures and blueprints; develop and implement related policies and procedures; develop and monitor fiscal budgets of several assigned programs/projects; create and monitor project schedules and timelines; analyze situations accurately and adopt an effective course of action; monitor regulatory compliance activities; prepare and present oral and written reports; prepare complex technical reports, bids and specifications; plan, estimate, budget and control capital projects as well as planning and budgeting for facility, building and grounds requirements; keep up-to-date with developments in the assigned program areas and interpret this knowledge into planned change; operate a personal computer at a high skill level; communicate effectively verbally and in writing; establish and maintain effective working relationships with those contacted during the course of work-related responsibilities, including consultants and regulatory agencies.

**CONTACTS:** Co-workers, College and District Staff, Supervisors, students, faculty, administrators, consultants, contractors, architects, inspectors, regulatory agencies and the public.

**WORKING CONDITIONS:** Normal office environment, with occasional site and job visits.