

FACILITIES PLANNING TECHNICIAN

DEFINITION

Under direction, conduct various analytical and technical facility planning functions related to new school construction and school facility modernization.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a variety of technical functions in support of daily operations of school facilities planning within the Business and Support Services Division.
2. Assist in gathering information for Board items, facilities committee meetings, posting public notices, preparing notice letters, and required follow-up actions.
3. Participate in project teams to develop viable plans for new construction and modernization projects as they relate to site needs and budget parameters.
4. Complete and monitor state applications for school facilities funding, eligibility, modernization and new construction projects.
5. Coordinate school project applications and reports with public agencies including, but not limited to, California Department of Education, Division of State Architect, Department of Toxic Substance Control and Office of Public School Construction.
6. Provide school project information to other division staff and consultants as needed.
7. Organize and prepare clear, concise and accurate reports relative to department functions which may include documents, accounting charts, graphs and illustrations.
8. Assist in tracking and monitoring construction project budgets.
9. Assist with the development, implementation, and updates of the District's Facilities Master Plan, as needed.
10. Participate in District, City, County and State school project meetings, and follow-up as needed.
11. Perform general accounting functions including preparing purchase requests and purchase orders, and process invoices in coordination with other departmental staff, as needed.
12. Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

General methods, procedures, regulations relating to new construction/modernization of school facilities; basic principles of the California Environmental Quality Act (CEQA) and related studies; Department of Toxic Substances Control (DTSC) requirements and reporting procedures; basic knowledge of procedures/methods to secure locally generated funds and state funds for school facilities; principles and methods of typical administrative procedures including computer, spreadsheets, databases and presentation software.

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Ability to:

Understand spreadsheets, construction drawings, and contracts; interact with administrators, consultants, and state and local agencies; interpret and apply specific rules, laws, policies and procedures; maintain and submit accurate, complete records and reports; organize schedules; gather and analyze data effectively; draw logical conclusions and make recommendations; communicate effectively both orally and in writing; and comply with the district's customer service standards, as outlined in Board Policy.

Education/Experience:

Equivalent to the completion of twelfth grade; related coursework or training in school facilities planning desirable. Three (3) years experience in school facilities planning or related field, preferably in an educational setting.

License/Certificate Requirement:

Possession of a valid California Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with travel to school and construction sites.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.