

FACILITIES PROJECT PLANNER AND SCHEDULER

DEFINITION

Plans and schedules projects and programs related to the design and construction of new buildings and alterations and improvements of existing buildings and structures.

TYPICAL DUTIES

Schedules and coordinates assigned building programs, projects and priorities.

Maintains a District-wide Major Maintenance Program.

Plans activities related to site selection and development, building plans and design, additions and alterations to existing facilities, and improvements to grounds with the colleges.

Provides technical advice and direction to college personnel engaged in facilities planning and design activities.

Reviews plans and designs developed by outside architects and consultants to assure compliance with statutory and technical needs, conformance with the service needs of the college, economy of maintenance, and future growth possibilities.

Meets with contract architects and consultants to resolve conflicts in schedules, and interpretation of plans and design requirements.

Develops cost estimates of engineering costs, planning and design efforts, construction materials, and equipment, and direct and indirect overhead expenses related to facilities.

Coordinates project scheduling through various offices, agencies and groups to obtain timely action on successive phases of project approval.

Prepares reports and correspondence related to facilities planning and design activities.

Identifies annual budget requirement for on-going major maintenance projects.

Reviews projects District-wide, combines like projects for concurrent execution.

Examines all pending projects and refers projects either to the appropriate department at the District Office or at the colleges, consistent with Board rules governing the decentralization framework.

Coordinates with budget office the establishment of account codes for each project.

Establishes and communicates timeframe for project execution and claim period.

Coordinates review of projects with Operations Division and colleges to identify those projects requiring DSA review and/or approval.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Facilities Project Planner and Scheduler** plans and schedules assigned building projects and programs.

A **Manager of Facilities Planning** analyzes needs, develops and recommends building programs and priorities and coordinates planning activities for the construction of new buildings and alterations and improvements of existing buildings and structures.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **Director of Facilities Planning and Development** is responsible for administering facilities planning and design, construction and building inspection and real estate management activities of the District.

SUPERVISION

General direction is received from the Manager of Facilities Planning. Functional supervision may be exercised over contract architects and consultants as designated by the Director of Facilities Planning and Development.

CLASS QUALIFICATIONS

Knowledge of:

- Facilities planning as it affects public school construction and financing
- Architectural design
- Structural, mechanical, and electrical engineering
- The role of State and local governmental jurisdictions and agencies in the planning and design of school facilities
- State and local laws, ordinances, codes and regulations related to the planning and design of school facilities
- Principles of budgeting and fiscal control
- Principles of recordkeeping
- Characteristics and costs of various methods of construction, and architectural and design features
- Uses and capabilities of computer equipment and software

Ability to:

- Plan and schedule assigned building programs and projects
- Comprehend and evaluate complex architectural and engineering designs, plans and specifications
- Accurately interpret and apply appropriate laws, ordinances, codes, and regulations to individual projects
- Facilitate a planning process consistent with the overall mission and goals of District programs
- Recognize critical elements of problems, develop and evaluate data, determine solutions, and make logical recommendations
- Prepare and make clear, concise and effective oral and written communications, reports and presentations
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Effectively utilize computer equipment and software in the performance of duties
- Keep accurate and complete records
- Work effectively with administrative staff of the District, commissioned architects, and representatives of other public agencies

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a degree in architecture, facilities planning, engineering, or a related field. A master's degree in one of the aforementioned majors may substitute for two years of the required experience listed below.

Experience:

Three years of full-time, paid professional-level experience with responsibility for architectural planning, design, and development of major facilities. Planning experience in a public setting is highly desirable.

Special:

A valid Class "C" California driver's license must be obtained within 60 days of appointment.
Access to an automobile.