

MANAGER OF FACILITIES PLANNING

DEFINITION

Plans, schedules, develops, and applies standards, long-range plans and funding strategies related to the design and construction of new buildings and alterations and improvements of existing buildings and structures.

TYPICAL DUTIES

- Analyzes needs, develops and recommends building programs and priorities.
- Develops and maintains digital records management systems.
- Updates and maintains DSA document database.
- Develops and maintains a district-wide Major Maintenance Program.
- Coordinates planning 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.
- Prepares contract specifications establishing facilities performance requirements, site preparations requirements, methods and processes of construction and installation of equipment, and performance requirements of materials and components.
- 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 differences of opinion, 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 planning and design efforts through various offices, agencies and groups to obtain timely action on successive phases of project approval.
- Develops project justifications and explains funding strategies for District facilities projects.
- Assesses the capabilities of architectural and consulting firms to meet the needs of the District and makes recommendations related to the selection of architects and consultants to the Director of Facilities Planning and Development.
- Assigns projects, supervises staff activities and evaluates staff performance.
- Prepares reports and correspondence related to facilities planning and design activities.
- Makes public presentations to interested groups in regard to general or specific building programs.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

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 the facilities planning and design, construction and new building inspection, and real estate management activities of the District.

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

SUPERVISION

General direction is received from the Director of Facilities Planning and Development. Supervision is exercised over professional, technical, and office staff assigned to the unit. 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 involving public school construction 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
- Characteristics and costs of various methods of construction, and architectural and design features
- Principles of budgetary planning and control
- Organization and management of records
- Principles of supervision and training
- Capabilities of computer applications, systems and hardware used in facilities planning and design

Ability to:

- Plan and coordinate a complex program of facilities planning and design
- Comprehend and evaluate complex architectural and engineering designs, plans and specifications
- Accurately interpret and apply appropriate laws, ordinances, codes, and regulations to individual projects
- Accurately estimate the cost of facilities projects
- Design facilities that are consistent with the overall mission and goals of District programs
- Recognize critical elements of problems, develop and evaluate data, determine appropriate solutions and make logical recommendations
- Anticipate conditions, plan ahead, establish priorities, and meet schedules
- Effectively utilize computer equipment and software in the performance of duties

Ability to: (Cont.)

- Select, motivate, train, and supervise employees
- Write clear, comprehensive, and accurate reports and correspondence
- Make clear and comprehensive oral presentations
- Establish and maintain effective working relationships with administrative staff of the District, commissioned architects, and representatives of other public agencies
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a degree in architecture, facilities planning, engineering, or related field. Graduate level course work in one of the aforementioned majors is highly desirable.

Experience:

Four years of full-time, paid professional-level experience with responsibility for architectural planning, design, and development of major facilities. Experience in the planning, design, development and construction of public buildings is highly desirable. Registration as a professional architect or engineer in the State of California is highly desirable. Supervisory experience is desirable.

Special:

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