



OCEAN VIEW SCHOOL DISTRICT  
Personnel Commission



## FACILITIES PLANNER/COORDINATOR

### JOB SUMMARY:

Under general supervision of the Maintenance and Operation's Manager, performs a variety of administrative and professional duties related to the district's facilities planning program. Is responsible for planning and coordinating the improvement, modernization and new construction of district facilities; plans, estimates, and coordinates projects involving maintenance, alterations, repair, capital outlay and deferred maintenance work; conducts required inspections to ensure conformance with plans and specifications.

### CLASS CHARACTERISTICS:

This is a single incumbent class having responsibility for assisting the Assistant Superintendent, Administrative Services and Maintenance and Operations Manager in planning, organizing, and coordinating maintenance, capital outlay and deferred maintenance projects. The incumbent is expected to work independently in concert with the objectives and schedules, implementing general procedures, established by the Assistant Superintendent, Administrative Services and Maintenance and Operations Manager. Incumbent is expected to serve as a liaison between district personnel and outside agencies. Communicates and coordinates with administrators, site and department staff, vendors, facilities consultants, local and state agencies and contractors. May assign work and answer questions in the absence of the Maintenance and Operations Manager.

### REPRESENTATIVE DUTIES (*E* denotes an essential function of the job.):

Visit sites requesting service to determine needs; gather necessary information; develop plans to complete the project; *E*

Prepare and develop scope of work and material requirements for planned projects; *E*

Estimate labor and material requirements and determine an appropriate job sequence plan using a variety of estimating practices, standards, and manuals; *E*

Compute estimated total project cost in order to determine availability of funds; *E*

Prepare work and timetable schedules, monitor progress of multi-craft projects, conduct inspections, and report to supervisor; *E*

Organize and establish priorities for emergency, urgent, and routine job order requests; *E*

Assist in the evaluation of proposed maintenance, capital outlay, and deferred maintenance projects, recommend priorities, prepare bid specifications and plans, and prepare justification; *E*

Estimate useful life of existing building systems and prepare tentative replacement schedules and budgets; *E*

Provide input for preparation of the annual maintenance budget; *E*

Coordinate and implement Integrated Pest Management Program, Long Range Master Maintenance Plan, Universal Waste Program, and other regulatory programs as required; *E*

Conduct safety meetings and implement safety regulations and practices as required; *E*

Survey, study, analyze various issues, and prepare management reports; *E*

Maintain a variety of electronic and hardcopy records to account for labor, materials, tools, equipment, schedules, and project costs; *E*

May work with guidance from consultants and architects;

May coordinate with local and state agencies relating to facilities ( Division of the State Architects (DSA), Office of Public School Construction (OPSC), City planning departments etc.);

Perform other duties as required to accomplish the objectives of the position.

**SUPERVISION:**

General supervision is received from the Maintenance and Operations Manager.

Supervision is not exercised over other employees. May assign work and answer questions in the absence of the Maintenance and Operations Manager.

**MINIMUM QUALIFICATIONS:**

**Knowledge of:**

- Procedures and practices used in the planning, design, construction, modernization, and maintenance of school building and facilities;
- Methods, materials and equipment used in maintenance and grounds work;
- Relationships between building trades;
- Coordinating, scheduling, and sequencing multi-craft projects;
- Safety rules, regulations, and practices related to construction and maintenance;

- Reading and writing English communication skills;
- Personal computers and applicable software;
- Correct English usage, spelling, grammar, and punctuation;
- Applicable Federal, State and local laws, codes, and regulations;
- Site selection and acquisition procedures.

**Ability to:**

- Perform a variety of administrative and professional duties related to the district's facility planning program;
- Develop long-range capital improvement strategic master plans including new construction, modernization and renovation plans;
- Prepare a variety of comprehensive narrative and statistical reports;
- Coordinate work to be assigned to department staff and coordinate the work of contract personnel;
- Learn and work with applicable codes and regulations;
- Plan, schedule, coordinate, and oversee multi-craft projects;
- Plan, organize, prioritize, coordinate and expedite a large volume of detailed work efficiently and effectively;
- Research and gather information from a variety of sources, analyze and compile as necessary to produce clear, comprehensive reports;
- Meet schedules and time lines;
- Read blueprints, interpret specifications, and estimate labor and material costs;
- Develop and maintain detailed records;
- Use a computer and applicable software including Excel and MS Project;
- Communicate effectively orally and in writing;
- Interact with local and state agencies (DSA, OPSC, city planning departments);
- Read, interpret, apply, and explain rules, regulations, policies, and procedures;
- Perform mathematical calculations used in measurement and in estimates of supplies and materials;
- Establish and maintain interpersonal relationships using tact, patience, and courtesy.

**EMPLOYMENT STANDARDS:**

**Education:**

- High school diploma or equivalent
- A two year college degree in planning, construction, or project management may be supplemented for two (2) years of the required experience.

**Experience:**

- Five (5) years of experience in facilities planning, working with building contractors and State regulatory agencies.

**LICENSES REQUIRED:**

Must possess a valid and appropriate California Driver License.

**PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:**

Performs both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 50 pounds, and standing for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Employment contingent upon passing a physical and back evaluation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

New classification adopted by Personnel Commission 8/14/08 and revised 9/11/08  
Job Description Review and Revisions Effective: 4/10/14