



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



SENIOR FACILITIES PLANNER

JOB SUMMARY:

Under direction of the Director of Maintenance, Operations and Facilities, is responsible for planning, estimating, and coordinating long and short range projects of district-wide facilities development and improvement involving maintenance, alterations, repair, capital outlay and deferred maintenance work; conducts required inspections to ensure conformance with plans and specifications; performs a variety of responsible duties related to the supervision of staff and contractors..

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for assisting the Director of Maintenance, Operations and Facilities 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 Deputy Superintendent, Administrative Services and Director of Maintenance, Operations and Facilities. Incumbent is expected to communicate and coordinate with administrators, site and department staff, vendors, facilities consultants, local and state agencies and contractors and may assign work and answer questions in the absence of the Director of Maintenance, Operations and Facilities.

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

Implement and monitor work plans to achieve District mission, goals and performance measures; participate in developing and monitoring performance against the annual division budget; supervise, participate in developing, recommend and implement plans, policies, systems and procedures applicable to facilities planning; *E*

Assist in the evaluation of proposed maintenance, capital outlay, and deferred maintenance projects, recommend priorities, prepare requests for proposals and construction bid specifications, plans, and justifications; *E*

Plan and coordinate the design, cost control and management of construction projects on District-owned properties and facilities, including new construction, rehabilitation, renovations, remodeling; *E*

Work with staff, consultant, architects, engineer and contractors; determine that the costs for construction contracts are reasonable and that proposed projects are designed to be as cost effective as possible; *E*

Prepare and coordinate plans and specifications for modernization, repair, addition and alteration of facilities and perform plan checks to ensure District acceptance; *E*

Prepare and develop scope of work and material requirements for planned projects, estimate labor and material requirements and determine an appropriate job sequence plan using a variety of estimating practices, standards, and manuals; *E*

Coordinate the identification, maintenance and removal of hazardous materials at school sites and other District facilities in accordance with applicable laws, regulations and guidelines; *E*

Visit sites requesting service to determine needs; gather necessary information; and develop plans to complete the project, compute estimated total project cost in order to determine availability of funds; *E*

Estimate useful life of existing building systems and prepare tentative replacement schedules and budgets, recommends and oversees the repair, addition and alteration of existing facilities, grounds and equipment and of new capital improvement projects; *E*

Coordinate and administer periodic construction meetings, oversee all construction activities, evaluate and process change orders, ensure compliance with plans, specifications, accepted and current building codes and compliance with the Division of State Architects standards; obtain State Inspectors certification as required; is responsible for recommending the final acceptance of all capital improvement projects; *E*

Communicate with other administrators, District personnel, contractors and various Federal, State and County agencies to coordinate activities and programs, resolve issues and conflicts and exchange information; *E*

Attend Board, public, staff and other meetings as required; represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; present reports regarding Facility and Operations matters of the District; *E*

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

Maintain, update and submit the District's five-year Deferred Maintenance Plan required by the State Allocation Board; *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*

Develop and present training programs regarding District's Safety and Integrated Pest Management programs as required;

Conduct safety meetings conducts and inservice activities related to safety issues and procedures to Maintenance and Operations staff and implement safety regulations and practices;

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

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

General direction is received from the Director of Maintenance, Operations and Facilities.

Supervision may be exercised over other employees. May assign work and act on behalf of the Director of Maintenance, Operations and Facilities in his/her absence.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles of school planning, architectural and building design, equipment and construction practices, trends, and statistics affecting public school planning;
- Building codes, state regulations, and laws governing construction; use and repair of public school facilities;
- Principles and practices of managing large, complex construction and repair programs from project inception to completion;
- Laws, rules, regulations, policies and procedures governing California school district building construction, deferred maintenance, modernization, bid specification requirements, current building codes and the Division of State Architects Standards; 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;
- English usage, spelling, grammar, and punctuation;
- Public presentation methods and use of related software and/or equipment;
- Math used in budgeting and the building trades;
- Principles of administration and supervision.

Ability to:

- Prepare long and short range facility plans involving the major repairs, alteration and construction needs of the district;
- Coordinate work to be assigned to department staff and coordinate the work of contract personnel;
- Plan a wide variety of complex and technical duties related to the districts facilities planning;
- Analyze complex operational problems, evaluate alternatives and recommend or adopt effective courses of action;
- 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, MS Project and other programs related to facilities and school building construction/modernization;
- Use available equipment and software to make effective public presentations;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with others, including: District administrators, employees and local and state agencies (DSA, OPSC, city planning departments);
- Read, interpret, apply, and explain complex rules, regulations, policies, and procedures;
- Resolve job site conflicts by establishing review processes and mechanisms early in the projects to minimize delays to job progress and their potential impact on project budget;
- Establish and maintain effective interpersonal relationships using tact, patience, courtesy and respect.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education:

- High school diploma or equivalent;
- Bachelor's degree in Planning, Landscape, Maintenance, Construction Management, Engineering, or related field is preferred.

Experience:

- Four (4) years of experience in facilities planning, or construction project management 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 10/20/11
Job Description Review and Revisions Effective 4/9/15