

## SUPERVISOR, FACILITIES PLANNING

### DEFINITION:

Under the direction of the Coordinator, of Facilities Planning or other designee, supervises, plans, organizes, and coordinates facilities planning activities related to new school construction, renovation of existing schools, relocatable classrooms and other District facilities and department support activities. Position requires the employee to assist in the preparation and review of project plans and specification; coordinate, plan, and direct the work of others.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### Project Activities

- Reviews, plans, estimates and schedules work assignments on school site improvements, modification of facilities and new construction projects.
- Update eligibility with the Office of Public School Construction as needed and prepares applications for new construction and modernization projects.
- Plans, coordinates, and manages the design of assigned school facilities projects with school staff, architects, engineers, and consultants.
- Solicits and reviews proposals; reviews payment requests.
- Participates in the master planning, facility assessment, and program development for new facility projects.
- Develops, individually or with the assistance of consultants, an accurate and credible initial project scope, budget, and schedule, and updates/checks the budget with the estimate at key milestone phases of the project.
- Reviews the work of the project architect or engineer to ensure the design is within the scope and budget limitations of the project.
- During design, evaluates and recommends solutions where there are changes related to scope, budget, or schedules on the project.
- Supervise the preparation of original and amended funding applications for new construction and modernization projects in the State School Building program.
- Prepares and/or assists in the processing and reviewing of environmental compliance documents (e.g. CEQA, DTSC).
- Prepares and supervises project schedules, milestones and periodic status reports.
- Advises and assists designated internal administrators on feasibility of projects and recommends changes to requests as appropriate.
- Coordinates site visits and attends job meetings as required.
- Coordinates and maintains communication and cooperative working relationships with site Administrators and other District personnel.
- Provides technical assistance to departments of Maintenance and Operations as required.
- Supervise the execution of site acquisition in coordination with consultants, appraisers, legal counsel, title companies and property owners or occupants, including appraisal procurement and evaluation, escrow initiation procedures and preparation of documents for execution.
- Research and respond to inquiries regarding aspects of the District's participation in the State School Building Program.
- Prepare Request for Proposals and review, analyze, negotiate and recommend contracts for professional services.
- Research and apply district policy, regarding planning matters implementing facility design, facilities design standards, educational specification, the District's Educational Viscan programs.
- Receives and investigates requests for school site improvements, building modifications, and furniture augmentation requests.
- Meet with regulatory agencies on state and local levels as needed.
- Develops space utilization recommendations and solutions as needed.  
Prepare for and present at public meetings.

**Other Department Activities**

- Evaluate, collect and organize data for long range facilities planning requirements.
- Evaluates special facilities needs related to educational programs or unusual school issues, traffic flow, future growth possibilities and general master site planning.
- Maintain close liaison with State and local agencies regarding most current policy and procedural changes and their impact on District projects.
- Develop reports from researched material, providing information and recommendations relative to the Facilities Planning departments work, including reports to the Board of Education.
- Work with City, County Planning agencies and developers to insure that adequate future school facilities are provided for in a general and specific community plans.
- Prepare periodic evaluations of consultants and advise leadership when consultants are not performing to the expectations and requirements of their agreements.
- Develop new, review and edit existing department policies, procedures and best practices as required.
- Attends inter-district departmental meetings to coordinate projects with various stakeholders; with regard to scope, budgets and schedule.
- Assist with creating and reviewing requests for qualifications of r consultant pools or specific bids.

**QUALIFICATIONS GUIDE****Knowledge of:**

- State Allocation Board programs and forms
- Applicable sections of California Education Code and California Administrative Code, Title V
- Appraisal information and procedures
- Escrow procedures and authorization
- Long range facilities planning requirements
- Local government operations and policies
- Planning information sources and research techniques
- Project management techniques
- Agency approval processes and requirements
- Building codes, ordinances and regulations of State and local authorities
- Methods, materials and equipment used in the construction industry

**Ability to:**

- Interpret general laws, rules, and regulations affecting District purchases.
- Read and interpret blueprints, plans and specifications.
- Maintain effective working relationships with those contacted in the development and implementation of construction projects, including architects, consultants, and school officials.
- Research, write and compile a variety of reports, and correspondence.
- Make recommendations concerning relevant areas of responsibility.
- Prepare reports as may be requested.
- Demonstrate a thorough understanding of policy and regulations.
- Communicate effectively orally and in writing.
- Produce quality work, requiring minimal revision.
- Use various computer platforms to utilize database, spreadsheet and word processing applications.
- Demonstrate professional demeanor, attitude, and conduct across all areas of responsibility and authority.
- Effectively organize tasks and assignments for timely completion.
- Consistently maintain a satisfactory level of effort and progress relative to duties and responsibility.
- Consistently display a positive cooperative attitude.
- Establish and maintain effective working relationships with others.
- Adhere to statute, administrative policy, practice and procedure.
- Preserve and protect confidentiality and privacy.
- Refer all issues not within stated areas of authority to the appropriate authority in a timely manner.
- Willingly accept additional assignments within areas of responsibility.
- Analyze data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure and/or sort, as well as

- assemble, copy, record and transcribe data and information. Ability to classify, compute, tabulate and
- categorize data.
- Communicate orally and in writing with District personnel, engineers, inspectors, attorneys, developers, homeowners, business owners/operators, other agency personnel.
- Travel to various sites within a reasonable timeframe using the employee's personal vehicle and/or district vehicle.

**EDUCATION/EXPERIENCE:**

Graduation from an accredited college or university with a Bachelor's degree in Planning, or previous experience in facilities planning and participation in a recognized Facilities Planning Certificate Program or any combination of training and experience that could likely provide the desired knowledge and abilities.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Driver's License

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

- Frequently stand, walk, sit, talk, and hear.
- Regularly use hand to finger, handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- Manual dexterity and related physical abilities to handle items.
- Frequently use specific vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally exert 50pounds of force, to carry, push, pull, or otherwise move objects.
- Ascend and descend ladders, stairs, scaffolding, and ramps.
- Extended periods of time walking or standing.
- Manual dexterity and related physical abilities to handle items.
- Extended periods of time sitting.
- Extended periods of time working on keyboard and viewing computer monitor(s).

**WORK ENVIRONMENT:**

Office/Construction Site environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the office work environment is usually moderate. Noise level on the construction site is usually loud. Hazards include:

- Walks through an active construction zone wearing Personal Protection Equipment which includes a hard hat, safety vest, hard sole shoes, and may require safety glasses and/or ear protection.
- Periods of time working outside under varying weather conditions including wet and humid conditions, extreme cold and extreme heat.
- Work alongside moving mechanical parts, equipment, and machinery.
- Exposure to fumes or airborne particles, and caustic chemicals.
- Risk of electrical shock, and vibration.

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