



TECHNICIAN-FACILITIES PLANNING

DEFINITION:

Under the supervision of the Director- Facilities Planning, performs skilled and technical administrative and secretarial tasks as assigned in the day-to-day operation of the Facilities Planning office.

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

- Prepares planning documents for government agencies, utility companies, and firms under contract to the District.
- Prepares routine reports to the Board of Education, correspondence to developers and government agencies, research and respond to inquiries from a broad audience regarding most aspects of the Facilities Planning Office.
- Performs a wide variety of clerical and secretarial work, including typing, proofreading, filing, checking and recording information.
- Coordinates requests for proposals/bids, pre-qualifications, and performance evaluation for consultants/bidders.
- Verifies and manage housing and student demographic database.
- Updates building diagrams as sites/spaces at existing facilities are modified.
- Assists with administration of school facilities fee.
- Maintains directory of schools, attendance area maps, IUSD's facilities inventory and application records.
- Plans, analyzes, designs and manages minor facilities planning projects.
- Collects and distributes information for use as requested, provide for storage and retrieval of information.
- Operates a variety of office equipment including a copier, computer and assigned software.
- Attends meetings related to assigned activities as needed.
- Drives a vehicle to conduct work.
- Communicates with personnel, District sites, departments and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

QUALIFICATIONS GUIDE

Knowledge of:

- Planning, organization and technical aspects of facilities planning functions.
- Applicable laws, codes, regulations, policies and procedures.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Research and projection techniques and procedures.
- Modern office practices, procedures and equipment.
- Mathematical and statistical computations.

Ability to:

- Perform a variety of administrative and clerical duties in the planning, development, implementation and inspection of organizational construction and alteration projects.
- Prepare and maintain a variety of records, files and reports.

- Interpret, apply and explain rules, regulations, policies and procedures.
- Learn organizational operations, policies and objectives.
- Research, compile and prepare data required for facilities planning records, reports and projects.
- Read and interpret maps, blueprints and site plans.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Plan and organize work.
- Make mathematical and statistical calculations.
- Work independently with little direction.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in a facility planning and construction environment.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Climbing on ladders and scaffolding to inspect work.
- Walking to inspect school sites.

WORK ENVIRONMENT:

Indoor/Outdoor 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 work environment is usually moderate. Hazards include:

- Seasonal heat and cold or adverse weather conditions.
- Exposure to machinery having moving parts.

Previously Revised: 6/2017