



PERSONNEL COMMISSION

Class Code: 5138
Salary Range: 27 (C1)

FACILITIES PLANNING TECHNICIAN

JOB SUMMARY

Under general supervision, perform a variety of complex technical support duties related to the planning, development, implementation and inspection of District construction, renovation and alteration projects; serve as a liaison between the District and contractors, architects, inspectors, governmental agencies and other outside organizations as directed; compile information and prepare and maintain related records, files and reports; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of complex technical support duties related to the planning, development, implementation and inspection of District construction, renovation, and alteration projects. **E**
- Serve as a liaison between the District and contractors, bidders, architects, inspectors, governmental agencies and other outside organizations as directed; answer telephone calls and respond to inquiries; resolve issues and concerns as appropriate. **E**
- Organize and submit planning documents to governmental agencies, utility companies and firms under contract to the District; establish and maintain filing systems; maintain contract documents and legal paperwork; follow document control protocols for facilities and construction projects. **E**
- Compile information and prepare and maintain a wide variety of mandated and requested reports related to project status, income, expenditures, award bids and related activities; submit reports to Facilities personnel or outside agencies as directed. **E**
- Prepare and maintain a variety of auditable records and files related to projects, financial activity, student demographics, maps, building trends, inventory, payroll and other assigned duties. **E**
- Assist with filing California Environmental Quality Act (CEQA) documents with appropriate State and County agencies; obtain land use and property data from County records. **E**
- Maintain and update various District school facilities and construction program

databases; create complex spreadsheets, charts and graphs for administrative analysis and review; perform and interpret general statistical calculations; summarize data as requested. ***E***

- Monitor departmental and individual project budgets and fiscal data; assure funds are appropriately expended and in compliance with applicable laws and regulations. ***E***
- Record income and expenditures; collect and account for developer fees; process related forms, applications and invoices related to facilities projects; utilize assigned software to verify invoice payments. ***E***
- Prepare Board of Education items related to construction and alteration projects regarding contracts and authorization for design, construction and close out; prepare correspondence, memoranda, exhibits and other documents. ***E***
- Research local, State, federal and District policies, materials and opinions regarding facilities planning issues and trends to assist management in making appropriate decisions to support the interests of the District. ***E***
- Conduct surveys related to planning and projections; review plans, specifications and contracts for professional services to identify potential consequences and assist management in selecting alternative strategies. ***E***
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software such as word processing and presentation software; drive a personal vehicle to conduct work and visit construction sites. ***E***
- Attend a variety of meetings, trainings and conferences.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

A Facilities Planning Technician performs complex technical duties in support of the District's Facilities Planning and Development projects and activities. A high level of accuracy in recording data and processing information and documents is required as the consequences of error may have serious implications. Incumbents must be technologically competent to function effectively in a computerized office environment with little or no training. Incumbents must demonstrate strong interpersonal skills and positive public relations in their contacts with the public and District employees.

EMPLOYMENT STANDARDS

Knowledge of:

Basic procedures and practices used in the planning, design, construction, modernization and maintenance of school buildings and facilities.

Research techniques and procedures.

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

Databases and spreadsheets to produce charts, graphs and tables.
Interpersonal skills using tact, patience and courtesy.
General accounting principles and statistical computations.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Perform a variety of complex technical support duties related to the planning, development, implementation and inspection of District construction, renovation and alteration projects.
Learn applicable Federal, State and local laws, codes, and regulations including the LeRoy F. Green School Facilities Act and the Emergency Portables Classroom Act.
Learn facility programs such as the State School Facilities Program, Lease-Purchase Program and State Emergency Relocatable Program.
Research, compile and prepare data required for facilities planning records, files, reports and projects.
Perform general accounting and budgeting work.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Learn to operate specialized software programs utilized in school district accounting and facilities.
Meet schedules and time lines.
Make mathematical and general statistical calculations.
Compose correspondence and written materials.
Determine appropriate action within clearly defined guidelines.
Work independently with little direction.
Complete work with many interruptions.
Observe health and safety regulations.

Education and Training:

Associates degree including coursework in planning, construction management, architecture, engineering or a related field.

Experience:

Two years of technical support experience in a facility planning and construction environment including some experience involving accounting and budgeting functions.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

An incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office and construction site environment.
Driving vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Walking over rough and uneven surfaces.
Lifting, carrying, pushing and pulling boxes and files weighing up to 20 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.