



Classification Title: Facilities Planning Specialist

Department:	Facilities	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	28
Supervision Received From:	Manager, Construction and Facilities Planning	Date of Origin:	9/2016
Supervision Given:	General Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs routine to complex technical support of facilities space and capital project planning; creates and maintains facilities inventories, tracking systems, reports, records and files required for work processes; maintains the District's Space Inventory Manual; independently oversees special projects or administrative processes.

DISTINGUISHING CHARACTERISTICS.

The Facilities Planning Specialist performs specialized facilities planning and data gathering duties in support of the implementation of Proposition M and other capital improvement projects.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Provides technical and administrative support to the Manager, Construction and Facilities Planning; uses standard office, engineering project management and computer-assisted drafting (CAD) software to create a variety of documents and drawings including schematic design layouts illustrating space utilization and infrastructure placement, detailed working drawings and maps; proofreads and checks design and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents are accurate and complete.
2. Evaluates utilization of existing District space and provides recommendations based on findings in support of the District's Educational and Facilities Master Plans; coordinates with architects and Instruction to provide temporary instructional areas during construction of new facilities; assists and/or coordinates departments' temporary and mid-term (five to seven years) space assignments including needs analysis, finding modular buildings, build-outs, moves and space assignments.
3. Maintains and updates the District's Space Inventory Manual and Classroom Occupancy Load drawings; determines how space and rooms are identified and classified and assists with assignment; oversees space surveys and updates databases and drawings as needed; completes and submits appropriate space inventory reports and data to the California Community Colleges Chancellor's Office on an annual basis.
4. Maintains District CAD and facilities files and databases including floor plans, square footage, as-built database and document control system, capital outlay project-related documentation, District maps and historical drawings; compiles data, specifications, blueprints and other documents as requested by administration, inspectors, engineers

and contractors; coordinates pre-construction engineering, consultant and contractor documentation; enters new as-built data in the database; reviews and corrects existing data associated with projects; issues documents to other departments and contractors.

5. Participates in the record retention process and validates records are retained in compliance with District and program policies and procedures; provides documentation in response to California Public Records Act requests as needed.
6. Assists with the development and implementation of the District's Five-year Construction Plan, Five-year Scheduled Maintenance Plan and Hazardous Mitigation Program; maintains and updates the District's Facilities Master Plan(s), Transition Plan in compliance with the Americans with Disabilities Act, Design Standards and Performance Specifications, Wayfinding Master Plan and Landscaping Master Plan related to Proposition M construction projects.
7. Develops scope of work for facilities-related Requests for Proposals (RFPs).

Marginal Functions:

1. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of increasingly responsible administrative, operations or technical support of capital improvement and facilities projects and experience utilizing CAD software.

Education/Training: An associate's degree from an accredited college or university in facilities planning, construction project management, CAD, engineering or a related field.

Knowledge of:

1. Facilities space-planning and design-drafting techniques, terminology and equipment, including CAD.
2. Building codes and industrial safety regulations.
3. Office administration practices and procedures.
4. Basic capital project management principles.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. Principles, practices, concepts and techniques used in customer service.
7. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
8. Basic research methods and data analysis techniques.
9. Provisions of the California Public Records Request Act.
10. Provisions of construction bond projects.
11. Federal, state and local laws, regulations and court decisions governing area of assignment.
12. Modern office practices, procedures and equipment including computers and applicable software programs.
13. Basic practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Preparing a wide variety of facilities space plans, designs, maps and other products to meet established requirements.
2. Communicating information accurately and effectively to staff, contractors and vendors; comprehending requests for information or assistance; maintaining a courteous and tactful manner when under pressure or in an antagonistic situation.
3. Researching, reading, interpreting and working from facilities plans, engineering and construction drawings, blueprints and other legacy data.
4. Composing clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials.
5. Reaching sound decisions in accordance with policies and procedures relevant to assigned areas of responsibility.
6. Making calculations and tabulations and accurately processing and reviewing documents.
7. Tracking statistical information utilizing complex spreadsheets and databases.
8. Communicating clearly and effectively, both orally and in writing.
9. Operating a computer and other standard office equipment and using spreadsheet, word processing and enterprise software.
10. Utilizing CAD and other complex software related to facilities planning.
11. Organizing and maintaining specialized files.
12. Maintaining confidentiality of files and records.
13. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate. The employee regularly works in construction areas near moving equipment and heavy traffic, on slippery and uneven surfaces and is exposed to loud noises from equipment.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit, stand and walk for prolonged periods; use hands to repetitively finger, handle and feel computers and standard business equipment.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.