



FACILITIES PLANNER

JOB SUMMARY

Under the direction of the Director of Facilities: assists in the planning, coordination, development, operation and implementation of functions that are the responsibility of the Facilities Department and to do other related work as may be required.

ESSENTIAL FUNCTIONS

- Coordinate the planning for new facilities, site acquisitions, demographic growth and related projections;
- Prepare documents that will monitor growth and demographic changes within the District to assist with annual enrollment projections;
- Meet with developers, land use agencies, and public officials in the Director's absence;
- Coordinate the preparation of education specifications for new school designs;
- Prepare and maintain an inventory of portable buildings;
- Maintain records to assure compliance with California Environmental Quality Act (CEQA);
- Preparing and reviewing initial studies and negative declarations;
- Prepare and distribute requests for proposals for various professional consultant services;
- Attend meetings, conferences and training sessions to maintain current knowledge of legislation, legal codes and requirements;
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities.

EMPLOYMENT STANDARDS

KNOWLEDGE OF:

- State and local agency practices, policies and protocol relating to school facilities;
- Applicable laws, ordinances, codes, regulations, policies and procedures;
- Land use planning methods, techniques and requirements including: subdivisions, mapping, discretionary, environmental and legislative land use acts.

ABILITY TO:

- Operate a computer and other office equipment;
- Prepare plans and specifications for contract work;
- Understand and read blueprints and schematic drawings;
- Communicate effectively both orally and in writing;
- Establish and meet schedules and time lines;
- Make independent decisions;
- Organize tasks, set priorities and meet deadlines;
- Work independently with little direction;
- Direct, supervise and instruct others;
- Perform complex mathematical and statistical calculations;
- Present data and information graphically;
- Interpret and complete complex application forms;
- Present a positive image of the school district to the public;
- Recommend, interpret, and explain rules, regulation policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION

B.A. degree desirable, with concentration in areas of Business Administration, Public Administration, Engineering, Architecture, Drafting, or Public Works Administration.

EXPERIENCE

Three to five years of progressively higher-level management responsibility, with supervisory responsibility in facilities development and with responsible experience in construction desirable.

**HEMET UNIFIED SCHOOL DISTRICT
FACILITIES PLANNER
(Continued)**

EMPLOYMENT STANDARDS

REQUIRED LICENSES AND/OR CERTIFICATES

- Possession of a valid and appropriate California Driver's License;
- Maintain possession of such license during the course of employment;
- Have an acceptable driving record;
- Must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential job functions.

Physical Demands:

Reach, bend, stand, walk, look down (frequently); sit, drive, stoop, squat, kneel, climb (to roof), push, pull, twist (occasionally); crawl, lay down (infrequently); lift/carry up to 25 pounds (infrequently); grasp and manipulate tools and supplies; use seeing, hearing and speaking.

Working Conditions:

Work indoors and outdoors. Exposure to seasonal outside temperatures (30 F to 120 F), dust & wind, sun, insects and noise. Driving to various district sites.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Classified Management position.

April 2004