

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION: Facilities Planner

DEPARTMENT: Facilities Development

POSITION SUMMARY:

Under the direct supervision of the Director of Facilities and Planning the position assists with plans, coordinates, schedules, construction, reconstruction, alterations, repairs, and relocation projects of school buildings, and facilities, and other capital outlay projects. Maintains cooperative relationships with federal, state and local agencies; consultants, vendors and contractors; community groups and residents; and District employees.

ESSENTIAL FUNCTIONS:

1. Prepares schedules and assists with the coordination of construction projects.
2. Reviews plans, specifications, reports, and documents related to construction.
3. Assists with the plans, bid evaluations, designs, schedules and manages assigned facility construction, reconstruction, redevelopment and modernization projects.
4. Works with architects, consultants, contractor, inspectors, engineers, federal, state, and local agencies involved with a school building project.
5. Assists in monitoring school facilities legislation updates.
6. Assists in processing state applications for facility projects and continues to monitor projects through the process.
7. Assists in developing costs, time and material estimates for assigned projects.
8. Prepares schedules for facility projects and continues to monitor and update schedules as changes occur.
9. Assists with analysis and reports on construction projects.
10. Assists in coordinating activities on construction projects beginning with the preliminary plans through the conclusion of warranties.
11. Assists in monitoring contractors, sub-contractors, or other trades during construction activities at project sites.
12. Maintains regular and prompt attendance in the workplace.
13. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

Any combination of education and or related experience equivalent to the completion of four years of college, including course work related to the position. Required experience and knowledge in facility planning or facilities construction. Possession of a valid California driver's license. Willingness and ability to travel throughout the District.

SKILLS AND QUALIFICATIONS:

1. Knowledge of building construction methods and materials.
2. Knowledge of school facility functions;
3. Knowledge of school construction programs,
4. Knowledge of school facility financing;
5. Knowledge of computerized records management systems and applications;
6. Knowledge of cost/benefit analysis, cost estimating, scheduling, construction management, coordination, bidding and contracts.
7. Ability to plan and carry out work programs with minimal supervision;
8. Ability to analyze problems including the implementation of effective solutions;
9. Ability to write, speak and work effectively with individuals and groups;
10. Ability to maintain cooperative working relationships with those contacted in the course of work. (consultants and professional experts as well as all levels of District staff)

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Bend, squat, stoop and/or climb for extended periods of time.
4. Reach above shoulder level for extended periods of time.
5. Work on computers for extended periods of time.
6. Lift and carry up to 25 lbs. at shoulder height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various conditions during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, and safety glasses.

SALARY: Classified Management and Confidential Salary Schedule range 25

DAYS OF SERVICE: 225 days

Board Approved:	HS: 11/12/96	Elem: 11/12/96
Revised:	TUSD 05/23/00	
Revised:	TUSD 09/27/22	