



For the future of every student

CLASS TITLE: PLANNING AND COMPLIANCE SPECIALIST

BASIC FUNCTION:

Under the direction of a designated Facilities administrator, coordinates the work of consultants, vendors and other staff members in support of construction projects. Provides technical administrative support for the development and implementation of various construction projects. Prepares and maintains project documents, coordinates inspections, and performs site evaluations to assess project progress following established processes, procedures and timelines. Trains and provides work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Coordinates, implements, and assists in the planning of the District's construction projects to ensure the timely and effective development, implementation, and delivery of the district construction projects in compliance with federal, state, and local regulatory requirements. Confers with staff regarding maintenance needs, issues, projects and work orders; investigates and assures proper and timely resolution of maintenance issues and conflicts.
- Schedules various department safety training and maintain training records for items including but not limited to hazardous materials, CPR, confined space, fire extinguishers, forklift, and heavy equipment. Provides work direction and guidance to assigned personnel; assigns employee duties and reviews work to assure compliance with established standards, requirements and procedures.
- Trains and provides work direction and guidance to assigned personnel; assigns employee duties and reviews work to assure compliance with established standards, requirements and procedures.
- Oversees, assists in scheduling and participates in maintenance and repair projects; monitors and adjusts activities in response to project progress; inspects completed projects for accuracy, completeness and compliance with established standards and procedures.
- Provides technical administrative support throughout the construction project, documents existing conditions through field studies, gathers data to initiate schematic design, and records construction documents.
- Serves as a technical resource for construction management teams. Assists with product research, material selections, and with resource scheduling so that team members have the resources they need to complete their tasks.
- Plans, organizes and prepares for assigned tasks; interprets plans, diagrams, blue prints, sketches and specifications; works from verbal and written instructions and work orders; responds to emergency maintenance needs and requests.
- Prepares specifications and requisitions for supplies and equipment; participates in the testing and evaluation of new equipment and materials.

- Receives, evaluates and assigns work orders to proper personnel; estimates labor, materials and equipment needed for maintenance projects; compiles and prepares cost estimates
- Prepares various planning and compliance reports; including but not limited to classroom usage, Williams Report and AHERA reports.
- Monitors project progress following established project milestones, and creates project status reports.
- Assists in the preparation of project documents such as the project scope, budgets, and schedules, as directed by management.
- Schedules required testing, inspections and repairs for fire alarm, fire sprinklers, hydrants, elevators, generators, hazardous materials, storm water, chiller systems, sanitation systems, boilers, bleachers, and Williams Act.
- Manages permits and inspections for local, state, and federal agencies including but not limited to Ventura County Environmental Health, City of Ventura, Fire Department, DSA, FCC, Air Pollution Control District, CERS, Southern California Edison, and the Gas Company.
- Coordinates construction and renovation projects with architects and contractors.
- Performs various preconstruction and construction administrative duties including, but not limited to, contract administration, change order and pay application process.
- Prepares records and submits to local, state and federal agencies as required by law to ensure compliance with regulations
- Maintains Districts construction document and inspection archives and electronically stores and retrieves documents as needed.
- Attends meetings and supports project team, including, but not limited to, project meetings, committee meetings, and construction meetings.
- Identifies reports and assures proper resolution of safety, sanitary and fire hazards as directed; notifies Facilities Manager of needed repairs to equipment and facilities and related maintenance work.
- Maintains various records related to work orders, personnel and assigned activities; prepares and present oral and written reports concerning maintenance needs, issues and projects.
- Other duties as assigned that support the overall function of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, tools, terminology and equipment used in the building maintenance trades.
 Requirements of maintaining facilities, utilities, grounds and equipment in good repair.
 Operation of a wide variety of hand and power tools and equipment.
 Shop math applicable to the building trades.
 Applicable building codes, ordinances, fire regulations and safety precautions.
 Technical aspects of the building maintenance trades.
 Preventive maintenance principles and practices.
 Principles of training and providing work direction.
 Proper methods of storing equipment, materials and supplies.

Record-keeping and report preparation techniques.
Health and safety regulations and procedures.
Oral and written communication skills.
Proper lifting techniques.

ABILITY TO:

Read and interpret mechanical, electrical, civil, and structural drawings, plans, sketches, and blueprints
Lead and participate in a variety of skilled activities involved in the maintenance and repair of District buildings, facilities and equipment.
Coordinate personnel, projects and information to meet maintenance needs and assure smooth and efficient activities.
Train and provide work direction and guidance to assigned personnel.
Inspect projects for accuracy, completeness and compliance with established standards.
Investigate and assure proper and timely resolution of maintenance issues and conflicts.
Inspect, troubleshoot, diagnose, maintain, repair and replace a variety of parts and equipment.
Operate a wide variety of hand and power tools and equipment.
Estimate material, labor, equipment and time requirements.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Prepare and maintain various records and reports.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to graduation from high school or equivalent and four years of related experience in a construction, architectural or related field, and/or construction planning and compliance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust, dirt, oil and grease.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate maintenance equipment and tools.
Seeing to perform maintenance work.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
Walking over rough or uneven surfaces.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Heavy physical labor.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Power saws and flying debris or nails.

Chemical fumes.

Approved by Personnel Commission:

06/21/2023