Adams12 Five Star Schools

Job Description
Prepared/Revised: September 2024

Job Title:	**Bond Facilities Planner**	Job Code:	**5043**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - P**
Pay Program:	**Administrative**	Pay Range:	**L11**
Typical Work Year:	**12 months**		

SUMMARY: Represent the district's goals and initiatives for facility planning and for design and construction of school facilities in collaboration with district senior leadership and district construction project managers; act as design subject matter expert and design facilitator between the District's educational community and its design and construction partners. Provide assistance and support for the District's long range plan for educational and support facilities; assist and support the educational community through management of space planning, analysis and organization of department and school facility needs; coordinate, manage and ensure compliance with District's Educational Specifications and Technical Guidelines. Assist and support development of capital improvements plan and bond construction program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Define program statements and develop project scope of work, conceptual space plans and furniture layouts, initial budget and schedule, and recommend furnishings, fixtures, equipment and finishes for projects. Develop small projects construction documents, budgets, and schedules.	D	16%
2. Determine facility needs through collaboration with District educational leadership, Business Services department leaders, school administration, maintenance staff and purchasing staff.	D	12%
3. Develop, implement and oversee facilities condition and needs assessments and space inventories through coordination with school administration, district maintenance staff and custodial staff.	D	12%
4. Manage and maintain the Districts Educational Specifications and Technical Guidelines by coordinating with maintenance staff and school stakeholders, analyzing and reviewing requested updates, and incorporating changes. Ensure project design complies with District Education Specifications and Technical Guidelines.	D	12%
5. Define and develop design of facilities by applying expert understanding and knowledge of existing infrastructure and adequacy needs, research of historical data and evaluation, and interpretation of local, state, and federal codes and standards, including Americans with Disabilities Act Standards for Accessible Design.	D	16%
6. Analyze, interpret, review and contribute to development of projects throughout programming, schematic design, design development, contract document, and construction administration phases of design and construction in collaboration with district stakeholders, consultants, design partners, and contractors.	D	16%
7. Support the update of District long range plans by providing facilities life cycle and deferred maintenance data and programming and space adequacy evaluations.	D	6%
8. Develop and manage facilities management databases used to project needs for planning of bond programs and capital construction projects.	D	6%
9. Perform other duties as assigned.	Ongoing	4%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in architecture, interior design or a related field.
- Minimum of five (5) years of planning experience.
- Experience with educational facilities preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Professional licensure or certification in a related field preferred.
- Criminal background check required for hire.
- Valid Colorado driver's license required within 30 days of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication, interpersonal and organizational skills.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to read, interpret and understand blueprint, design and construction documents.
- Knowledge and ability to use AutoCAD, Revit, Archibus, and/or other drafting software.
- Knowledge and understanding of the construction process, building codes and standards.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to perform site walks and assessments for planning and design work.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with personal computers and peripherals.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Director of Facilities Design	5085

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in developing, coordinating and initiating requisitions for the project budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct		X		
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	