Adams12 Five Star Schools

Job Description
Prepared/Revised: **January 2025**

Job Title:	**Senior Facilities Planner**	Job Code**:**	**504125**
Job Family:	**Non-Certified**	FLSA Status:	**Exempt - P**
Pay Program:	**Administrative**	Pay Range:	**Level 12**
Typical Work Year:	**12 months**		

SUMMARY: Represent the district's goals and initiatives for facility planning and for design and construction of large and complex school facility projects 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; guide and support the educational community through providing design services, 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. Advise and support the 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. Provide guidance, leadership, training, and mentoring to the facility planning team regarding district processes, best practices, legacy information, policy, local jurisdiction coordination, change process management, and vendor management. Effectively manage conflict and collaboration and develop procedures and techniques for resolution. Participate in the selection of architects, engineers, and construction contractors. Interview and select for hire facility planners as necessary.	D	12%
2. Apply 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	12%
3. Develop comprehensive project scopes, including program statements, site and space requirements, and functional needs. Create detailed project plans encompassing conceptual space planning, furniture layouts, initial budgeting, and scheduling. Lead the selection of furnishings, fixtures, equipment, and finishes, aligning with project goals and budgetary constraints. Oversee the development of construction documents, budgets, schedules, and construction management for smaller-scale projects.	D	10%
4. Negotiate multiple deadlines and resource and budget constraints with clients, managers, consultants and vendors through proactive approaches to meet smaller scale project objectives. Schedule and coordinate project team meetings. Negotiate contracts for equipment and professional services using quality, quantity, specification requirements and other predetermined factors.	D	10%
5. Design, develop and conduct special studies in the assigned areas of space planning, construction or renovation projects through strategic collaboration with district leadership, including educational administrators, business services, school principals, maintenance, and procurement teams. Prepare any reports required by management regarding those projects.	D	10%
6. Lead the development and execution of a comprehensive facilities assessment program including: building and site condition assessments, space utilization studies, and space inventories. Collaborate with school administrators, maintenance, security and custodial teams to optimize facility performance, school safety and inform strategic planning.	D	10%
7. Manage, maintain, and publish the District's 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	10%

8. Collaborate with district stakeholders, consultants, and contractors to ensure project alignment with organizational goals and successful execution by providing strategic oversight and leadership for project design across all phases, from programming through construction completion.	D	10%
9. 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%
10. Develop and manage facilities management databases used to project needs for planning of bond programs and capital construction projects.	D	6%
11. 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 seven (7) years of planning experience.
- Experience with educational facilities highly 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:

- Strong 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.
- Advanced knowledge in architectural and engineering design principles, building codes, and construction processes.
- Ability to read, interpret, provide comments and understand blueprint, design and construction documents.
- Proficiency in advanced design software (AutoCAD, Revit, Archibus, etc.) and ability to leverage technology for efficient facility management.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Excellent verbal and written communication skills with the ability to effectively communicate complex technical information to both technical and non-technical audiences. Proven ability to build strong relationships and collaborate with diverse stakeholders. 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.
- Ability to meet schedules and timelines.

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		
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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	