Position: Facilities & Planning Technician I	FLSA: Non-exempt
Department: Facilities & Planning	Salary Grade: 16
Reports to: Director of Facilities & Planning/Designee	

OVERALL OBJECTIVE AND SUMMARY

Assists the Director of Facilities & Planning with construction projects and modernization of existing District facilities. Assists in the contracting and management of facilities construction and modernization, along with other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities for this position include, but are not limited to, the following:

- Assists in school construction projects as directed.
- Participates in job site meetings among staff, contractors, architects, inspectors and engineers as needed.
- Assists in coordinating site personnel during the planning, construction, and closeout phases of site construction projects or improvements as necessary.
- Assists in the coordination of the placement of relocatable classrooms including evaluation of sites for locations.
- Assists in the preparation of bid documents for relocatable classroom acquisition, placement and hook-up.
- Keeps complete project files for all projects assigned.
- Keeps immediate supervisor informed of status of construction projects.
- Assists in planning, coordinating, scheduling and managing District moves of staff and furniture and equipment into new schools and between existing facilities.
- Assists with applications, submittals and closeout of projects.
- Collects, maintains and updates student demographic data.
- Collects, maintains, updates and files electronic OPSC data.
- Develops District enrollment projections.
- Assists in preparing maps, notices, public information documents, and other information items as directed.

$ Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Principles and practices, methods, and terminology used in school construction and real estate transactions.
- California State School Facility Funding entitlement programs and application and reporting processes required by the Office of Public School Construction.
- Bidding process.
- Building codes, ordinances and regulations.
- School district organization, operations, and policies.
- Personal computer based software programs that support this level of work, including but not limited to, word processing, spreadsheet, and data bases.
- Interpersonal skills using tact, patience, and courtesy.
- Proper English usage, grammar, spelling, punctuation, proofreading/editing, and mathematics skills.
- Terminology, policies, practices and procedures of the area to which assigned.
- Departmental procedures and standing instructions related to work performed.
- Telephone techniques and etiquette.
- Oral and written communication skills.

Ability to:

- Read and interpret drawings, blue prints and schematics.
- Establish and maintain cooperative working relationships with others.
- Coordinate the work of outside contractors and professionals.
- Work independently with minimum supervision.
- Plan, organize, and maintain complex technical record keeping, accounting, and reporting for various district facility programs.
- Prepare, organize, conduct, research and compile data to complete complex reports.
- Read, interpret, apply and explain rules, regulations, policy, procedures, agreements, and contracts.
- Prepare, organize, conduct, research and compile data to complete complex reports.
- Understand and follow oral and written directions.
- Operate a personal computer including, but not limited to, spreadsheets, databases, and word processing.
- Plan and organize work and meet schedules and timelines.
- Communicate effectively both orally and in writing.

PHYSICAL ABILITIES

This position requires:

- Speaking and hearing ability sufficient to hear over a phone and carry on conversations.
- Requires hand coordination to use a keyboard for routine typing and data entry and arm/hand movements to retrieve work materials.
- Ability to stand, walk, and reach with hands and arms.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Moderate physical exertion associated with the ability to lift, carry, push, pull or climb.
- The physical capability to climb ladders to inspect construction sites.
- Moderate physical effort while performing continuous moderate lifting.

EDUCATION AND EXPERIENCE

A combination of education, training and experience equivalent to two years with a focus in architecture, engineering, construction or project management, preferably with an emphasis in school or public projects is desired.

Three years experience in building construction work with experience and knowledge of facilities, construction and funding requirements in the public school environment is desired.

LICENSES AND CERTIFICATES

Valid California Driver's License