



## Job Description

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**POSITION TITLE:** Facilities and Planning Technician #2501

**SALARY PLACEMENT:** Classified Salary Schedule  
Range 37

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### **SUMMARY OF POSITION:**

Under the general direction of management personnel, performs a variety of technical and administrative duties in support of facility planning and construction project management. Responsibilities include assisting with budgeting and accounting functions, maintaining detailed project records, and ensuring compliance with applicable codes, regulations, and policies; This position acts as a liaison between the SJCOE and contractors, architects, inspectors, consultants, governmental agencies, and other external stakeholders. This role also involves compiling, preparing, and maintaining comprehensive documentation, reports, and communications related to facilities projects.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND EXPERIENCE:**

Possess a high school diploma, GED, or equivalent is required. Course work or formal training in accounting, construction administration, architecture, or engineering - obtained through a community college, trade school, or accredited correspondence program. Relevant work experience may be considered in lieu of supplemental coursework if it is closely related in nature, such as experience working with construction contracts, project documentation, procurement processes, or architectural/engineering support.

### **DESIRABLE QUALIFICATION - EDUCATION AND/OR TRAINING:**

Knowledge of the principles and technical aspects of facilities planning and construction management, including project scheduling, inspections, and procurement methods. Familiarity with industry-standard construction practices and procedures. Proficiency in modern office practices, procedures, and equipment, including data processing and effective record-keeping techniques. Advanced experience in business operations, accounting applications, and bookkeeping, including accounts receivable, accounts payable, and maintenance of financial records.

### **CREDENTIALS AND/OR SKILLS AND ABILITIES:**

Ability to analyze financial data and prepare accurate records and reports. Demonstrated proficiency in both written and oral communication. Skill in interpreting, applying, and explaining rules, regulations, policies, and procedures. Capable of researching, compiling, and organizing data relevant to facilities planning, including records, reports, and project documentation. Strong organizational skills with the ability to manage multiple tasks and meet established deadlines. Ability to make sound decisions and prepare correspondence independently. Proven ability to establish and maintain effective working relationships with administrators, consultants, and representatives of government agencies. Flexible and adaptable to changing priorities and work environments.

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Perform a variety of technical duties related to the planning and development of building projects; prepare documentation and coordinate with utility companies and regulatory agencies to obtain required permits.
2. Support the development and maintenance of the SJCOE Facilities Master Plan by collecting data, preparing maps, charts, and reports, and updating properties and facility inventories.
3. Serve as a liaison between SJCOE and contractors, architects, inspectors, consultants, and other external organizations; respond to inquiries and provide information related to facilities and construction projects as directed.

4. Complete and maintain project documentation, forms, and records, including contracts, permits, and project close-out materials and warranties.
5. Track and monitor construction project budgets and expenditures; prepare and coordinate budget transfer requests as needed; reconcile and balance project accounts.
6. Assist with the procurement process, including bid advertisements, document preparation, and responding to bid-related inquiries.
7. Prepare and process purchase orders; verify amounts for construction pay applications; maintain accurate records of all payments and related documents.
8. Conduct site visits to assess current facility conditions, document needs, monitor project progress, and ensure contractor compliance with plans and specifications
9. Establish and maintain a variety of office filing and record-keeping systems, including digital platforms such as Skysite – online building plans storage system and SchoolDude – Capital Forecast.
10. Gather, review, and compile information; prepare accurate and timely reports, surveys, and supporting documents in accordance with assigned deadlines.
11. Assist in the planning, development, and implementation of building system operational procedures.
12. Coordinate and schedule meetings related to facility improvement projects and new construction.
13. Meet with vendors to obtain updated information on building systems and facility improvement devices.
14. Perform related work as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment, as well as outdoors or at various sites in different stages of construction. They will come into direct contact with SJCOE staff, students, district staff, and the public.

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