



Job Description
Prepared/Revised: January 2026

Job Title: **Bond Junior Facilities Planner**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **5057**
 FLSA Status: **Exempt - P**
 Pay Range: **L08**

SUMMARY: Assists in representing the school district's goals and initiatives for facility planning, design, and construction of educational facilities, working closely with Facilities Design team members and construction project managers. This role supports the design process by acting as a subject matter resource, providing essential assistance and support through space planning, analysis, and organization of departmental and school facility needs. This position contributes to the coordination, management, and compliance with the District's Educational Specifications and Technical Guidelines.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist with furniture, fixtures, and equipment project coordination, including review of drawings, submittals, schedules, and check-in of furniture deliveries. Assist with furniture inventory, furniture standards documents and furniture layouts including ADA compliance.	D	20%
2. Contribute to the development of facility designs by applying a developing understanding and knowledge of existing infrastructure and adequacy needs, research of historical data and records and evaluation and interpretation of local, state, and federal codes and standards, including Americans with Disabilities Act Standards for Accessible Design, under supervision.	D	20%
3. Assist in defining program statements and developing project scope of work, conceptual space plans, and furniture layouts. Contribute to initial budget and schedule development and assist in recommending furnishings, fixtures, equipment, and finishes for projects. Support development of construction documents, budgets, and schedules for small projects, including site verification of existing conditions. Assist teams with setup of project folders to include project scope documents.	D	15%
4. Assist with maintaining finish materials library, ordering material samples, and confirming finish types and colors within buildings for project coordination and finish records documentation.	D	15%
5. Analyze, interpret, and review project documents throughout programming, schematic design, design development, contract document, and construction administration phases of design and construction. Ensure project design aligns with District Education Specifications and Technical Guidelines. Provide review, input and support to Facilities Design team and construction project managers on shop submittal reviews included on-site verification.	D	15%
6. Assist in maintaining the District's Educational Specifications and Technical Guidelines by coordinating with Facilities Design team and maintenance staff. Analyze and review requested updates and incorporate changes under guidance.	D	5%
7. Support the update of District long-range planning by assisting with on-site facilities assessments including photographs and deferred maintenance data verification. Assist with programming and space adequacy evaluations.	D	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in architecture, interior design, or a related field. Four (4) years of similar or relevant experience may be substituted for this requirement.
- Minimum of one (1) to three (3) years of planning experience, preferably in a related field. Experience with educational facilities is a plus.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Professional licensure or certification in a related field is desirable.
- 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 learn and apply new technical knowledge to the job, including adapting to and mastering new system applications and processes implemented by the district or department.
- Ability to read, interpret, and understand blueprints, design, and construction documents.
- Working knowledge of AutoCAD, Revit, Archibus, and/or other drafting software is required.
- Basic understanding of the construction process, building codes, and standards.
- Ability to understand, 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 assist with 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.

MATERIAL AND EQUIPMENT OPERATING KNOWLEDGE:

- Developing operating knowledge of district information technology systems and any other department-specific software and equipment required within 2 months of entering the 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 environmental 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 accommodation 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		

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