

FACILITIES PLANNING AND ENGINEERING SPECIALIST

Series Specification

Facilities Planning and Engineering Specialist Lead Facilities Planning and Engineering Specialist

DEFINITION

Under general supervision of assigned manager/supervisor, provides architectural, engineering and planning expertise and coordination of renovation, construction deferred, and major maintenance projects for District facilities including structural, mechanical, electrical and signal systems.

TYPICAL DUTIES

Both Levels: Works closely with District faculty, staff and administrators to prepare preliminary designs, plans, and estimates for alteration, renovation, construction, and major maintenance projects; to develop and implement schedules of work for District resources and contractors; and works closely with campus faculty and staff, facilities management department staff and contracted professionals in order to prepare or coordinate the development of preliminary designs, plans and estimates for alteration, renovation, repair, and major maintenance projects. Reviews assigned work order requests and coordinates the development of project cost estimates; and makes recommendations as to whether proposed work should be done with in-house resources or contracted out. Coordinates with governmental and utility agencies to comply with environmental and energy conservation mandates, programs and rebates; forwards drawings and data on projects resulting in space alterations to Planning Department for maintenance of District as-built drawings and State mandated facilities inventory database; coordinates design, cost estimates and planning of telecommunications and data systems for remodels, renovations and new construction with district telecommunications systems specialists; and works closely with architectural or engineering firms. Designs and draws plans; develops estimates and maintains job cost accounting; acts as project coordinator; and develops project schedules and bid requirements. Coordinates the bidding process with District purchasing department and develops written specification of project requirements. Determines type of contractor to be notified of bid; notifies contractors of bids; and issues contract documents to bidders; reviews plans, working drawings, documents and surveys to coordinate and schedule projects which would minimize the disruption to planned educational activities; schedules, manages and participates in the pre-bid job-site walkthrough with prospective bidders; participates in the evaluation and bid award process; and reviews contractors' bids and recommends award of contract to successful contractors. Plans tasks with Facilities Management personnel or contracted services; prepares all contract documents upon approval and funding of proposed projects; insures that design and planning conforms with applicable codes and regulations; monitors and arranges for contract bonds, certificates of insurance and other required contract provisions for forwarding to the District Office; processes contract documents; and sets up and facilitates pre-construction meetings with contractors and in-house staff. Schedules and tracks projects and resource usage; and prepares and implements computer programs to extract data and compile State mandated reports on facilities inventory and usage. Provides construction administration for work in progress; directs the work of contractors and coordinates alterations, renovations, construction and major maintenance projects in progress with District tradesmen; and insures that specific health, safety and construction codes and regulations are followed, schedules are met, materials required and specified are provided and work is performed according to specifications. Develops and issues addenda to contract documents; collects proper signatures on documents and forwards to the District Office; issues contract change directives; reviews and approves contractors' invoices for payment; prepares requisitions for contract payment; and prepares and processes contract close-out documents upon completion of projects. Maintains and updates District as-built drawings and State mandated facilities inventory database; and oversees and coordinates the design, cost, equipment and justification effort for Final Project Proposal (FPP) packages, insuring that all required documentation is included for submittal to the State Chancellor's Office for project funding. Performs site surveys and engineering designs and layouts. Performs related duties as required.

Lead Facilities Planning & Engineering Specialist: Acts as the lead for three or more regular Facilities Planning and Engineering Specialists. Works with minimal supervision from an assigned manager or supervisor.

QUALIFICATIONS

Facilities Planning and Engineering Specialist:

EXPERIENCE

Four years combined experience in construction management, construction supervision, facilities planning, engineering, architecture or related field. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

A Bachelor's degree from an accredited institution in Construction Management, Architecture, Engineering or related field; **OR**, a combination of training and/or experience totaling six years that is likely to have provided the required level of knowledge and abilities.

Lead Facilities Planning and Engineering Specialist:

EXPERIENCE

Six years combined experience in construction management, construction supervision, facilities planning, engineering, architecture or related field. (One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

EDUCATION

A Bachelor's degree from an accredited institution in Construction Management, Architecture, Engineering or related field; **OR**, any combination of eight years' of additional qualifying years of experience and college level course work in Construction Management, Architecture, Engineering or related field.

SPECIAL REQUIREMENTS (Both Levels)

Possess and maintain a valid California Driver's License in compliance with Los Rios Board Regulation R-8343; employment is contingent upon meeting the requirements of Los Rios Board Regulation R-8343. This position may require operating a District or personal vehicle in order to complete assigned work within the scope of the position duties. Must be willing to monitor projects on other than regular working hours. Any offer of employment will be contingent upon the successful completion of a medical evaluation.

Physical and Environmental Factors (Both Levels): Capability to move about freely at construction sites; climb ladders; and maneuver through tight and cramped spaces (i.e. trenches, crawl spaces, electrical and mechanical vaults, etc.). Exposure to safety hazards routinely associated with construction sites.

KNOWLEDGE OF

Both Levels: Knowledge of district facilities; engineering and architecture; facilities planning and maintenance; design and construction services and procedures; and all applicable codes, laws, regulations, and environmental compliance responsibilities. Knowledge of project management and estimating software programs; and computer programs including computer assisted drafting and design (AutoCAD), word processing, project management, and spreadsheet programs. Knowledge of policies and procedures governing the functions of the operating unit; basic accounting, payroll and purchasing procedures; and the structure and content of the English language and various formats of business correspondence.

Lead Facilities Planning and Engineering Specialist: Knowledge of basic principles of leadership, supervision and training.

SKILL IN

Both Levels: Skill in finding ways to structure or classify multiple pieces of information; and listening to what other people are saying and asking appropriate questions. Skill in understanding written sentences and paragraphs in work related documents; and communicating effectively with others orally and in writing as indicated by the needs of the audience.

Lead Facilities Planning and Engineering Specialist: Skill in leading the work of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

Both Levels: The ability to perform the basic functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; and meet schedules and time lines. The ability to design, plan, draw, direct, oversee and manage multiple complex projects; and evaluate and effectively resolve unforeseen construction problems. The ability to analyze situations and adapt an effective course of action; work an extended workday/workweek; monitor projects on weekends and receive phone calls at home to coordinate specific elements of work with contractors or Facilities Maintenance. The ability to add, subtract, multiply, or divide quickly and correctly; drive a vehicle; operate modern office equipment; and input data with speed and accuracy.

Lead Facilities Planning and Engineering Specialist: The ability to lead the work of others.

TYPICAL EQUIPMENT USED (Both Levels) [May include, but not limited to]

Current office technologies, computers, printers, copiers, faxes, telephones, manual drafting tools, and survey equipment.