

FACILITIES PLANNING SPECIALIST

DEFINITION

Under the general supervision of assigned manager/supervisor, develops, designs, and plans facility repair and renovation projects involving renovation, minor construction, scheduled maintenance and special repair (SMSR), major maintenance, ADA and Hazardous Substance removal activities. Performs contract or project administration of such projects, as assigned, including coordination of project requirements with other District facilities management, maintenance and planning units.

TYPICAL DUTIES

Works closely with campus faculty and staff, facilities management department staff and contracted professionals to prepare or coordinate the development of preliminary designs, plans and estimates for alteration, renovation, repair and major maintenance projects. Answers inquiries; reviews assigned work order requests; coordinates the development of project cost estimates with appropriate facilities management department staff; 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. Works closely with District faculty, staff and administrators to develop and implement schedules of work for District resources and contractors; 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 with district telecommunications systems specialists on design, cost estimates and planning of telecommunications and data systems for remodels, renovations and new construction; and works closely with architectural or engineering firms when needed. Develops project schedules, bid requirements; and reviews plans, working drawings, documents and surveys to coordinate and schedule projects. Coordinates the bidding process with district purchasing department and develops written specification of project requirements; manages and participates in the pre-bid job-site walk-through; and participates in the evaluation and bid award process. Prepares and monitors budgets for projects; plans tasks with Facilities Management personnel or contracted services; and prepares all contract documents upon approval and funding of proposed projects. Insures that design and planning conforms with the California Building Code, Mechanical Code, Plumbing Code, National Electric Code, Uniform Fire Code, Americans with Disabilities Act (ADA), and other applicable codes and regulations; monitors and arranges for contract bonds, certificates of insurance and other required contract provisions for forwarding to the District Office; and processes contract documents. Sets up and facilitates pre-construction meetings with contractors and in-house staff; oversees work in progress; directs the work of contractors; and coordinates alterations, renovations, construction and major maintenance projects in progress with District tradesmen. Insures that schedules are met, materials required and specified are provided, and work is performed according to plan; issues contract change directives when needed; reviews and approves contractors' invoices for payment; and prepares requisitions for contract payment. Prepares and processes contract close-out documents upon completion of projects. Maintains records of SMSR, ADA, and Hazardous materials projects history. Performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Two years' 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

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

SPECIAL REQUIREMENTS

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. Any offer of employment will be contingent upon the successful completion of a medical evaluation. Within six months of hire obtain a Certified Access Specialist program (CASp) certificate. After six months of hire, must maintain a valid CASp certificate.

KNOWLEDGE OF

Knowledge of construction; engineering and architecture; facilities planning and maintenance; 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), spreadsheet programs, and facilities condition analysis software (Comet). Knowledge of policies and procedures governing the functions of the operating unit. Knowledge of basic accounting, payroll and purchasing procedures. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar; and various formats of business correspondence.

SKILLS IN

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.

ABILITY TO (ESSENTIAL FUNCTIONS)

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, supervise and manage multiple complex projects; and evaluate and effectively resolve unforeseen construction problems. The ability to use initiative and good judgment in meeting emergency situations; and analyze situations and adapt an effective course of action. The ability to work an extended workday/workweek and monitor projects on weekends and receive phone calls at home to coordinate specific elements of work with contractors or FM. The ability to read and understand information and ideas presented in writing; add, subtract, multiply, or divide quickly and correctly; and drive a vehicle. The ability to operate modern office equipment; and input data with speed and accuracy.

Physical and Environmental Factors: Ability 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. Must be willing to monitor projects on other than regular working hours.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies, computers, printers, copiers, faxes, telephones, airflow monitor, and light meter.