

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Facilities Planner

**Department:** Facilities

**Location:** District Office

**Date:** July 1998

---

**POSITION PURPOSE**

Under the direction of an assigned administrator, the Facilities Planner plans, organizes and directs functions related to facilities construction, scheduled maintenance, hazardous material projects, and District-wide safety. The position assists faculty, administration and staff in the development of plans for various facilities needs required to complete the educational and service mission of the District and develop funding strategies for the realization of those plans.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Plan, organize and direct functions related to facilities construction, scheduled maintenance and hazardous materials, and District-wide safety.
2. Assist faculty, administration and staff in the development of plans for various facilities required to complete the educational and service mission of the District and developing funding strategies for the realization of those plans.
3. Develop and submit facility proposals to State agencies for approval and funding; assist in establishing contracting criterion; participate in interviews and final selection of architectural firms to work on preparation of facilities project proposals.
4. Develop and update the District's Five-Year Facilities Plan for annual submission to the State Chancellor/California Community College's office, prepare and submit proposals for State funding of various campus facilities.
5. Develop, organize, direct and maintain inventory control procedures for District capitalized assets; assist in coordinating, monitoring, and reviewing inventory control procedures.
6. Direct, coordinate and supervise the maintenance of the District space; design format for space inventory data; prepare, compile, review and submit data for mandated annual space inventory report.
7. Analyze assigned footage calculations and room use categories submitted by architects for compliance with established codes, standards, intent and scope.
8. Establish and maintain District capitalized asset inventory records; coordinate inventory procedures with assigned personnel to assure compliance with State and federal audits and reports; plan and supervise physical inventories of District owned and leased facilities; prepare five-year capital outlay report.
9. Administer budget control for grants, construction, scheduled maintenance, hazardous materials, and professional engineering and architectural services contracted by the District.
10. Develop and monitor disaster preparedness plans, hazardous materials handling plans, and safety plans as assigned.
11. Drive a car and truck to conduct work as needed
12. Perform other related duties reasonably related to this job classification.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Building design and construction standards and their application to the California Community Colleges.
2. Construction materials and their application.
3. Construction scheduling and methods of costs estimation.
4. Guidelines for space allocations for the various educational and service functions of a modern Community College.
5. Building and safety codes as they apply to California Community Colleges.
6. Processes and procedures required for the processing of plans for approval by the various regulatory agencies involved in the approval of proposals for construction of Community College facilities.
7. Computer programs related to capital project scheduling, tracking and budgeting.

### **Ability to:**

1. Work with individuals and small groups in developing the needs of their programs for space and equipment into written statements of the educational specifications into building designs.
2. Develop accurate cost estimates for various types of facilities.
3. Interpret construction drawings.
4. Evaluate and recommend approval of construction change orders as the need arises.
5. Work with people in the development of their concepts of the space needs into practical plans for the construction of effective building and spaces within those buildings.
6. Explain building limitations and legal restrictions and requirements so that laypersons can understand them.
7. Operate a computer, other office equipment, and related software applications.

### **Experience and Education:**

1. Bachelor's degree in public administration, architecture, engineering or a related field.
2. Two years' experience in building inventory or facility planning.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of groups historically underrepresented, and groups who may have experienced discrimination.

### **License Requirement:**

1. Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier.

**WORKING CONDITIONS:**

**Environment:**

1. Indoor, office environment and outdoor environment, with climate changes.
2. May include travel to conduct work.

Board Approved: 07/28/1998

Salary Range: 120

EEO Category: 2B2 – Other Professionals