

## Facility Planner

**DESCRIPTION OF WORK:** Positions in this banded class perform administrative and technical work in conducting short and long range facility space and master planning, work flow analysis, space and facility usage, technically managing capital construction projects, and designing plans and specifications for projects. They review design plans and specifications for functionality, attainment of programming needs and technical specifications, design efficiency and building code compliance. Work includes ability to translate conceptual ideas to specific programming, project design and space layout, development and management of facility databases, prioritize capital improvement projects, and may entail directing work of subordinates. Positions work with departments and department heads to create formal building programming statement to meet the needs of a proposed facility, develop projected cost estimates based on construction/cost trends, conduct planning meetings, and resolve disputes between departments involved in space planning and new construction and renovation planning. Liaison duties with outside designers and reviewing agencies, facilities services personnel, and county and local government officials. The work requires a strong emphasis on project management.

### **EXAMPLES OF COMPETENCIES:** **CONTRIBUTING:**

**Technical knowledge:** Knowledge of engineering and planning practices and methods; knowledge of local, state, and federal regulations to translate conceptual ideas to specific programming, project design and space layout. Ability to provide routine daily maintenance of facilities and infrastructure.

**Project Consultation and Management:** Ability to function as working supervisor to supervise, review, and evaluate the work of subordinates. Ability to monitor, inspect, and maintain quality control for contractor repairs. Ability to use databases to collect, store, and monitor status of projects.

**Design and Analysis:** Ability to design smaller less complex site improvements. Ability to be responsible for monitoring, inspecting, and quality control for contracted construction projects of limited scope and complexity. Ability to assist in long term planning for routine maintenance and special projects.

**Communication:** Ability to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Ability to actively listen to client needs and concerns.

### **JOURNEY**

**Technical knowledge:** Considerable knowledge of facilities planning and engineering techniques to provide direction and input into prioritizing projects.

**Project Consultation and Management:** Ability to be responsible for day-to-day operations of field supervisor and facilities maintenance workers. Ability to review projects of other departments and campus master planning issues and make comments. Ability to use databases to compile, review, and analyze technical data.

**Design and Analysis:** Ability to design site improvements that are moderate in scope. Ability to prepare complete plans and specifications. Ability to assist in Facility Master Planning in respect to design, equipment, operating systems, parking, and safety specifications. Ability to prepare cost estimates used to establish budgets.

**Communication:** Ability to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person. Ability to actively listen to client needs and concerns. May require ability to be actively involved in advisory and planning.

### **ADVANCED**

**Technical knowledge:** Significant knowledge of engineering and architecture as applied to site design. Ability to interpret civil engineering and architectural drawings. May require ability to provide site planning feasibility studies and schematic studies for development of architectural programs for future projects (including building locations, parking lots, walkways, roads, and landscapes).

**Project Consultation and Management:** Ability to meet with department supervisors, planners, engineers, architects, and contractors to provide guidance on projects. Ability to provide input into developing campus master plan. Ability to participate in long range land use planning, review and coordinate University Design Guidelines, and provide input into problem resolution for project review issues. Ability to use

**Design and Analysis:** Ability to design major campus-wide site improvements, complete plans, and specifications. Ability to analyze and support designs and construction of outside consultants and contracted construction projects. Ability to be responsible for long term planning; ability to prepare cost estimates used to establish budgets. Ability to negotiate with vendors for projects that exceed their allocated budgets.

**Communication:** Ability to effectively communicate with a broad range of agency/university officials and delegating bodies. Ability to advise and provide oversight for projects and effectively communicate objectives to the university, agency, or governing bodies. May require ability to make recommendations at the state level.

databases to review and analyze technical data. Ability to make decisions regarding penalties to contractors and project managers for insufficient time notices on projects.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor's degree in institutional planning, public administration, engineering, architecture, business administration, economics, industrial technology or a related discipline and two years of facility and space planning experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.