



**POSITION DESCRIPTION**

<b>JOB TITLE: Facilities Planner</b> Job Class: <b>1260</b>		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Facilities and Maintenance	<b>DIVISION</b>
<b>BARGAINING UNIT:</b> ASC		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>EEO Category:</b>
<b>POSITION SUMMARY:</b> Perform activities pertaining to school buildings and facilities, including activities involving all aspects of the capital improvement program, minor modifications program, furniture and equipment, budgeting, long range planning and other related concerns.		

**DESCRIPTION OF THE JOB:** DESCRIBE THE SPECIFIC DUTIES AND RESPONSIBILITIES OF THE JOB AS ACCURATELY AND COMPLETELY AS POSSIBLE. Indicate the approximate percentage of time devoted to each major task or group of related tasks. Identify essential functions of the job with an asterisk (\*) An essential function must meet the following criteria: 1) the reason the position exists is to perform that function, 2) no other employee is available to perform that function, 3) the function is highly specialized, and 4) removing the function would fundamentally alter the job.

1. Assist in the development of long range capital improvement plans.
2. Plan with city and other community agencies.
3. As directed, serve as liaison with city and county departments on matters concerned with school sites, locations and construction.
4. Make recommendations on priorities.
5. Develop preliminary schedule and funding of projects.
6. Coordinate the planning of educational programs for projects.
7. Develop educational requirements and specifications.
8. Work with project/program architects to develop, design and contract documents for major capital projects.
9. Assist in the planning of and coordination of building occupancy.
10. Review post occupancy.
11. Provide recommendations for modification needs.
12. Supervise preparation of detailed layouts for remodeling or modification to existing school plant.
13. Establish plans and recommendations relative to disposition of surplus facilities.
14. Coordinate all real estate activities including acquisition, leasing and long range site planning.

15. Assist the Assistant Director in administration of some facility related policies and procedures of the Department.
16. Serve as the designated individual relative to Section 504 regulations or other similar federal requirements.
17. Analyze proposals and prepare recommendations for other divisions and governmental agencies (city and county) on matters such as school sites, recreation, school construction, zoning and land use, planning and leasing of facilities.
18. Analyze and provide recommendations for urgent projects.
19. Actively supports the MPS Strategic Plan.
20. Perform other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Assistant Director Department of Facilities and Maintenance Services.

**SUPERVISION EXERCISED:**

Facilities Planning Analyst, Facilities Planning Intern, Architectural Designers, Draftsman and Co Op Students.

**JOB REQUIREMENTS:** 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements:**

**Experience Requirements:**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.

**APPROVALS:**

Supervisor \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Compensation Services Manager \_\_\_\_\_ Date \_\_\_\_\_