



<b>Position Title:</b>	Campus Facilities Planner	<b>Job Code:</b>	0269-01E
<b>Reports To:</b>	Dean, Administration	<b>Job Group:</b>	PENC
<b>Department:</b>	Dean of Administration's Office	<b>Salary Grade:</b>	14
<b>Prepared By/Date:</b>	Jennifer C. Brito/04-29-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Gary Gosnell/11-30-2010		
<b>Revised:</b>	Jennifer C. Brito/12-2-2010		

### **Summary:**

The Campus Facilities Planner serves as Campus Liaison to the College's Vice Provost for Facilities Operations as well as a liaison with architects, District Facilities Planning, Plant Maintenance staff, Campus Services staff, Campus administration, and Campus personnel affected by facilities projects. The Campus Facilities Planner is on-call for all facilities questions and/or problems that may arise while projects are under construction.

### **Essential Duties and Responsibilities:**

- Facilitates planning and project administration on all campus capital outlay renovation, remodeling and new construction projects
- Develops, coordinates and maintains the campus capital outlay priority lists, status reports, space utilization and inventory reports
- Coordinates capital outlay projects execution and personnel moves
- Oversees campus master planning processes
- Participates in the development of project budget and schedule, pre-design project analysis process and design process
- Facilitates preparation of educational specifications
- Collaborates with facilities project managers in resolving issues concerning construction management issues
- Reviews design documents for compliance with submitted educational specifications
- Reviews, analyzes, and assists in the evaluation of issues pertaining to new and existing facility maintenance, renovations and construction projects
- Responsible for Furniture and Equipment budgeting, procurement and installation on all capital outlay projects and recommends purchase of new and maintain the inventory of existing furniture
- Identifies safety to life issues
- Serves as facilities consultant to Campus Administration
- Prepares State Department of Education documents and related material as required by external agencies which have funded capital out lay projects
- Interprets state regulations and administers related College procedures
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- General knowledge of local and state building codes and ADA requirements
- Excellent communication skills, computing, organizational, and interpersonal skills
- Ability to work in a multicultural, multiethnic environment.

### **Work Environment:**

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

While performing the duties of this job, the noise level in the work environment is usually quiet.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree from accredited college in Architecture, Facilities Management, Construction Management or related field and five (5) years experience.
- Must be on-call for all facilities questions and/or problems that may arise while projects are under construction.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name