

STOCKTON UNIFIED SCHOOL DISTRICT

FACILITIES PLANNING TECHNICIAN

BASIC FUNCTION:

Under the direction of the Facilities Planner, perform a variety of technical duties in the planning, development, implementation and inspection of District construction and alteration projects; serve as a liaison between the District and contractors, architects, inspectors, governmental agencies and various outside organizations; compile information and prepare and maintain related records and reports.

REPRESENTATIVE DUTIES: *(Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)*

Perform a variety of technical duties in the planning, development, implementation and inspection of District construction and alteration projects; prepare planning documents for governmental agencies, utility companies and firms under contract to the District. *(E)*

Serve as a liaison between the District and contractors, architects, inspectors, governmental agencies and various outside organizations; respond to inquiries and provide information; resolve issues and concerns as appropriate. *(E)*

Regularly visit development and construction sites to exchange information, monitor progress; assure compliance with established specifications, guidelines, codes and regulations; oversee and follow-up on projects to assure proper completion. *(E)*

Compile information and prepare and maintain a wide variety of mandated and requested data and reports related to project status, income, expenditures, award bids and assigned activities; submit reports to appropriate personnel or agency; maintain contract documents and legal paperwork. *(E)*

Prepare and maintain a variety of records related to projects, financial activity, student demographics and assigned duties; record income and expenditures and monitor department budgets; establish and maintain filing systems; process forms and applications; prepare correspondence as necessary; assist in the preparation of data, support materials and project applications for the State Facilities Program and the justification for the collection of developer fees. *(E)*

Collaborate with contractors, inspectors and vendors on various construction and alteration projects; coordinate District and outside resources to assure smooth and efficient planning, construction and alteration operations. *(E)*

Prepare, plan, review and interpret plans, diagrams, blue prints, sketches and specifications; monitor payments and expenditures for projects. *(E)*

Operate a variety of office equipment including a copier, fax machine, large document copier,

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plotter, computer and assigned software; drive a vehicle to travel to school sites and conduct work. *(E)*

Participate in activities related to the collection, maintenance and analysis of information required for enrollment projections and school site development; prepare reports and projections of demographic and building trends; maintain geographical information pertaining to student demographics and boundaries using geographical information software. *(E)*

Prepare board items and resolutions necessary for construction and alteration projects regarding authorization for design, construction and close out as assigned. *(E)*

Confer with District administrators and give advice on plans, specifications and types of material to be used in District construction and alteration projects. *(E)*

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and technical aspects of facilities planning functions.
- Construction industry practices and procedures, including cost estimating, project scheduling and project inspections.
- Construction, alteration, planning and facility design practices, procedures and processes.
- Applicable laws, codes, regulations, policies and procedures.
- Applicable building codes, ordinances, fire regulations and safety precautions.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Operation of a computer and assigned software.
- Research and projection techniques and procedures.
- Modern office practices, procedures and equipment.
- Mathematical and statistical computations.

ABILITY TO:

- Perform a variety of technical duties in the planning, development, implementation and inspection of District construction and alteration projects.
- Serve as a liaison between the District and contractors, architects, inspectors, governmental agencies and various outside organizations.
- Prepare and maintain a variety of records, files and reports.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Learn District organization, operations, policies and objectives.
- Research, compile and prepare data required for facilities planning records, reports and projects.
- Read and interpret maps, blueprints and site plans.

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- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Observe health and safety regulations.
- Operate a computer and assigned software.
- Meet schedules and time lines.
- Plan and organize work.
- Make mathematical and statistical calculations.
- Work independently with little direction.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high school supplemented by two (2) years course work in planning, construction administration, architectural-engineering drafting or related field and two (2) years' experience in a facility planning, construction, construction management and/or as an architectural or engineering draftsman specializing in the use of computer aided drafting programs, for a combined total of four (4) years."

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Driving a vehicle to conduct work.

Exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

SALARY PLACEMENT

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CSEA 821

261 Days

Range 57 (\$4,713 - \$5,726)

CSEA 821 Approval: 09/21/16

Personnel Sub: 10/04/16

Board Approval: 10/25/16