



FACILITY PLANNING MANAGER

Job Code: 283A
Bargaining Unit: SPSO
Effective Date: 11/29/2010

Position Summary

Perform highly responsible supervisory and professional architectural work in the survey, design, construction, utilization, and inspection of buildings; direct the activities of the facility planning division.

Reporting Relationship

Report to the Facilities Director.

Responsibilities

The essential job functions include, but are not limited to, the following fundamental duties:

Plan, delegate, supervise, coordinate and review the work of subordinates and consultants.

Provide assistance and advice regarding buildings, and their sites; analyze proposed development sites, prepare architectural design alternatives.

Participate in planning new buildings and remodeling existing buildings.

Oversee the preparation of final plans, conduct construction observations; and provide construction management.

Ensure that code compliance and safety requirements are met.

Administer construction contracts for work performed by outside consultants and contractors.

Manage space planning and building utilization.

Support the preparation of studies and reports outlining short and long range facilities plans.

Manage annual budgets and project reports.

FACILITYPLANNING MANAGER

Responsibilities (continued)

Provide overall supervision of office staff including architects, other professional staff, technical and clerical staff.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Considerable knowledge of architectural design, site planning, and construction practices, especially for K-12 educational facilities.

Considerable knowledge of industry-standard owner/architect contracts and owner/contractor contracts.

Considerable knowledge of applicable building codes such as Life Safety Code, Building Code, and Health Code.

Considerable ability to plan, direct, supervise and evaluate the work of others.

Considerable ability to prepare and assemble complete and accurate plans, designs, drawings, perspectives and models.

Considerable ability to deal tactfully and effectively with school district employees, developers, architects, contractors, building industry representatives and the public.

Considerable ability to follow and to issue complex written and oral instructions.

Minimum Qualifications

A bachelor's degree in architecture or a related field and five years of experience in architectural design or a related field. Must be a licensed design professional such as a registered architect or must have the ability to become licensed within six months of employment.