

## **Facilities Planning Coordinator [ID: 74]**

### **Position Summary:**

Responsible for the coordination and development of facilities planning activities including but not limited to: development and submission of planning documents, data analysis; facilities state reporting requirements; annual or required internal and state data or documentation requests; other work pertaining to the facilities management and planning. The Facilities Planning Coordinator interacts and works with the College Community, Design and In-House Construction, Project Coordinators, Florida Dept of Education, and Facilities Maintenance.

### **Typical Essential Duties**

- Plans and develops documents related to: education plant surveys, Capital Improvement Program, 5-year Survey, SBE Bonds, CO & DS, Project Priority List, Unit Plan, and FPIS;
- Provides timely and accurate information related to college facilities to internal and external stakeholders.
- Coordinates and maintains documents for applications for operating costs for new facilities and the preparation of educational specifications for construction projects;
- Coordinates construction project expenditures with other staff
- Assists in the selection and contract development for design professionals and construction managers at risk;
- Coordinates the planning and acts as liaison with architects and users to plan and prepare project program, initial construction budget and educational specifications;
- Develops facilities planning documents, budget reports, memos, presentations, or other documents for use by the President's Cabinet, the Board of Trustees, and others; develops project budgets and schedules PECO budget spreadsheets
- Applies knowledge of project design and construction processes and familiarity with facilities plans in making recommendations as they relate to education specifications (State Requirements for Educational Facilities), College facility inventory, and associated work.
- Updates facility inventory database and tracks new construction data including square footage, student stations, capacity, etc.
- Performs other related work as required.

Incumbents coordinate a variety of construction related projects across the College which may include construction projects, preparing reports on facility usage and construction plans, and evaluations to ensure appropriate use and need for renovations or other changes related to external and internal requirements or standards. Responsibilities may include meeting with customers to determine needs; reviewing plans to ensure College and construction standards are met; developing facility or construction related reports; compiling and analyzing information related to planning, capital projects and facilities; and provide status updates as requested.

**Compensation:** \$61,937.62 - \$92,906.43

### **Education:**

#### **Requirements\*:**

Bachelor's degree from an accredited college or university in Business Administration, Architecture, Building/Construction Management, Education or a related field and/or completion of appropriate courses in building trades and technical skills.

### **Highly Desirable:**

Practical experience in general building design, remodeling, and maintenance work, preferably involving an educational system.

Experience and proficiency in Auto Cad.

**Experience:**

Five (5) years' experience in the field related to facilities planning including experience in budget development and maintenance.

*\* An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Principles and practices involved in facilities planning, maintenance and construction;
- Budgeting and PECO funding process;
- State requirements relating to facilities planning and construction;
- Procedures and laws relating to contract processing;
- Computerized applications relating to the maintenance of facilities planning documents;
- Mathematics used in budgeting;
- Project management techniques;
- Facilities maintenance practices;
- Applicable tools, equipment, and materials;
- Safety procedures;
- Contract management and negotiation techniques;
- Mathematical and statistical principles;
- Applicable Federal, State, and local laws, rules, regulations, and ordinances;
- Data and recordkeeping principles;
- Computers and related software applications.

**Skills:**

- Develop and maintain budgets and documents relating to facilities construction.
- Coordinating and overseeing projects;
- Reading and comprehending drawings, designs, improvement plans, and specifications;
- Preparing and maintaining records;
- Performing mathematical calculations;
- Applying applicable laws, rules, and regulations;
- Maintaining operational data and records;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to fumes, dusts, extreme temperatures, intense noises and travel.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Coordinates facilities planning work, e.g. updating facilities inventory, management of state reporting and requirements, etc.	Daily 40%

<b>These duties are a representative sample; position assignments may vary.</b>		<b>Potential Frequency</b>
2.	Prepares, reviews, and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility; and provides status updates.	Daily 30%
3.	Manages and maintains project budget information, including GMP and project budget, and coordination with Facilities Staff	Daily 10%
4.	Creates, updates and manages forms, spreadsheets, databases and other documents as needed to perform facilities planning duties.	Daily 10%
5.	Performs other duties of a similar nature or level.	Daily 10%