

FACILITIES PLANNER

DEFINITION

Under direction, performs a variety of professional facilities planning and facilities management functions; performs related work as assigned.

CLASS CHARACTERISTICS

This is the journey-level class in the multi-discipline Facilities Planner series. Incumbents are competent to perform facilities planning and project management activities in one or more of the following areas: Master Planning, Facilities Planning, Building Design and Construction, and Facilities Maintenance Management. Incumbents at this level may be involved in all activities related to small, discrete projects, or may be part of a team working on large, more complex projects. This class is distinguished from Senior Facilities Planner in that the latter provides lead project direction and work product review of project team staff, conducts real estate acquisition services, and performs a wider range of complex and specialized work.

EXAMPLES OF DUTIES (*illustrative only*)

Master Planning:

- Analyzes facilities needs according to the strategic plan of an organization; recommends appropriate facilities expansion or consolidation strategies.
- Prepares or oversees consultants in the preparation of court facilities master plans that identify a court's strategic facilities vision and tactical steps to achieving it.
- Conducts surveys, maintains basic data, prepares reports, and suggests policies, principles, and standards relating to courthouse development.
- Advises court planning committees, judges, and executive officers on planning matters.
- Prepares or reviews changes in long-range development plans.
- Prepares or reviews site selection studies and site development programs, projects, and presentations.
- Ensures analyses of financial implications of site selection are conducted, coordinates and assists in the recommendation of site approval.

Facilities Planning:

- Assists presiding judges, court executives, or Judicial Council staff by preparing or reviewing building architectural programs and cost estimates for court construction projects.
- Forecasts space requirements.

- Ensures that evaluations of physical condition and functionality of court facilities including compliance with codes as well as design and construction standards are thoroughly and timely conducted.
- Assists court staff in design assessment when counties provide facilities.
- Prepares or reviews budget proposals for state or county funded projects;
- Prepares, reviews, or monitors consultants in the preparation reports on various aspects of court facilities programming, such as facilities surveys and building capacity analyses;
- Prepares or reviews documentation supporting annual major and minor capital improvement programs;
- Responsible for lease projects, including locating suitable facilities, processing leasing documents, designing tenant improvements, and overseeing construction and occupancy. Monitors lease agreements for compliance with terms, and recommends solutions to attendant problems.

Building Design and Construction:

- Coordinates the architectural design process, for new construction and alterations to ensure a court's functional requirements are met including mechanical, electrical, structural, plumbing, energy, and Americans with Disabilities Act (ADA) requirements.
- Provides coordination between the design architect and courts' building committees and staff;
- Prepares or reviews funding proposals for construction of court facilities;
- Assists in developing technical guidelines on design, construction, and facilities maintenance
- Recommends action on design development and construction documents to insure compliance with the programs and the policies of the Judicial Branch;
- Reviews construction and bidding documents and project budgets;
- Ensures prompt resolution of design and construction problems. Recommends action on design and construction change orders affecting architectural, structural, civil, and electrical systems prior to and during construction and secure required funding authorization.
- Participates in on-site inspections before final acceptance by the Judicial Council or court of the construction project.
- Coordinates moving and relocation services for capital projects, including site readiness and resolution of move-in issues.

Facilities Maintenance Management:

- Assists in resolving facility quality issues and developing and managing maintenance programs for judicial facilities.
- Prepares or reviews court facility maintenance guidelines.
- Assists in developing guide specifications for facilities maintenance contracts (e.g. janitorial, interior painting, and floor coverings).

Other Duties:

- Provides courts with technical assistance on planning, design, construction, cost estimating, maintenance, and practical aspects of court construction and maintenance.
- Participates in training on facilities issues.
- May prepare limited scope project design and construction documents.
- Drafts and administers architect-engineer contracts; negotiates fees.
- Maintains liaison with court, local, and state agencies; and develops related presentations.
- May represent the Judicial Council or courts at meetings and conferences related to building planning, programming, funding and utilization with Judicial Branch, court, county, and state officials.
- Manages project budgets, controls costs, and approves payments.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide on occasion as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of project management.
- Principles and practices of regional planning, including building site selection.
- Principles and practices of architectural design, interior design, or space planning.
- Basic Principles and practices of structural, mechanical, and electrical engineering.
- Life safety and building codes.
- Basic Building construction and construction cost estimating.
- Basic Construction management.
- Basic Value engineering and cost management.
- Architect-Engineer contract management.
- Construction contract management.
- Negotiation techniques.
- Basic practices of lease formation and management.
- Principles and practices of facility maintenance management.

Ability to:

- Plan, manage, and deliver multiple projects.
- Analyze facilities and space needs and match them to organizational resources and long-range plans.
- Successfully negotiate with architects, engineers, construction contractors, and lessors.
- Prepare conceptual design for buildings and interior space.
- Prepare architectural plans and specifications for limited scope projects.
- Estimate project costs, including design, construction, and relocation.
- Oversee execution of planning, design, and construction.

- Plan, organize, review, and evaluate the work of consultants, contractors, and others.
- Analyze and monitor project budgets and implement cost controls.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications, such as word processing, spreadsheet, computer-aided drawing, and project management software.
- Communicate effectively in English, orally and in writing.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in architecture, city and regional planning, engineering, construction management, or interior design and three years of professional experience as a facilities planner for a court, county, state, or judicial branch agency is required or four years of varied and increasingly responsible experience in facilities project management, regional planning, real property leasing, architectural design, or construction management.

One year of directly related postgraduate education may be substituted for one year of required experience.