

SENIOR FACILITIES PLANNER

DEFINITION

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

CLASS CHARACTERISTICS

This is the senior level class in the multi-discipline Facilities Planner series. Incumbents are fully 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, Acquisition, and Facilities Maintenance Management. Incumbents at this level are involved in all activities related to capital and planning projects, and leads project teams on large, complex projects. This class is distinguished from the Supervising Facilities Planner in that the latter is responsible for supervising assigned staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

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.
- Prepares and/or ensures analyses of financial implications of site selection are conducted, coordinates and recommends 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.

- Evaluates physical condition and functionality of court facilities including compliance with codes as well as design and construction.
- Negotiates space for judges and staff when counties provide facilities.
- Prepares or reviews budget proposals for state or county funded projects;
- Prepares, reviews, or monitors consultants in the preparation of periodic and special reports on various aspects of court facilities programming and utilization, such as facilities surveys and building capacity analyses;
- Prepares and reviews documentation supporting annual major and minor capital improvement programs;
- Prepares and recommends new or revised court facilities guidelines reflecting changing requirements for court facilities utilization.
- Responsible for lease projects, including locating suitable facilities, developing lease documents, negotiating terms and conditions, 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 liaison and coordination between the design architect and courts' building committees and staff;
- Prepares and reviews funding proposals for construction of court facilities;
- Develops technical guidelines on design, construction, and facilities maintenance
- Reviews and recommends action on design development and construction documents to insure compliance with the programs and the policies of the Judicial Branch;
- Reviews and prepares construction and bidding documents and project budgets;
- Ensures prompt resolution of design and construction problems. Prepares and 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.
- Ensures on-site inspections are conducted before final acceptance by the Judicial Council or court of the construction project.
- Coordinates moves and relocation for capital projects, including site readiness and resolution of move-in issues.
- Assembles and evaluates information and prepares reports with respect to new and revised concepts of building design, utilization, funding, and construction for possible court application.

Facilities Maintenance Management:

- Resolves facility quality issues and assists in developing and managing maintenance programs for judicial facilities.
- Prepares and reviews court facility maintenance guidelines.

- Develops 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, financing, and practical aspects of court construction and maintenance.
- Participates in and conducts training on facilities issues
- Writes articles on design, engineering, and other facilities related issues for publication.
- May prepare 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.
- Responsible for project budgets, controls costs, and approval of 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:

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

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 capital projects
- Estimate project costs, including acquisition, 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, project scheduling, cost estimating, 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 four years of professional experience as a facilities planner for a court, county, or state, agency, including one year of lead experience; or five years of professional, varied and increasingly responsible experience in facilities project management, regional planning, real property leasing, architectural design, or construction management, including one year of lead experience is required; or one year as a Facilities Planner with the judicial branch.

One year of directly related postgraduate education may be substituted for one year of required experience (but not for the year of lead experience).