

SUPERVISING FACILITIES PLANNER

DEFINITION

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

CLASS CHARACTERISTICS

This is the supervisory level class in the multi-discipline Facilities Planner series. Incumbents are fully competent to perform advanced facilities planning and project management activities in a majority of the following areas: Master Planning, Facilities Planning, Building Design and Construction, Acquisition, and Facilities Maintenance Management. Incumbents are responsible for supervising assigned staff, with effective authority for recruitment, training, development, daily supervision, performance evaluation, motivation, and discipline.

EXAMPLES OF DUTIES (*illustrative only*)

Supervision of Assigned Facilities staff:

- Ensures staff performance meets agency and unit's goals and expectations that projects are delivered in a timely and professional manner.
- Assesses staff abilities and ensures adequate staff development and growth through individualized training programs.
- Assesses and monitors staff workload and makes assignments as appropriate; coordinates assignments with other management personnel.
- Provides leadership and customer service support interface with other Divisions and agencies.

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.
- Prepares summary progress reports, and ensures application of approved 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 analyses of financial implications of site selection are conducted, and recommends site approval.

Facilities Planning:

- Assists presiding judges, court executives, and Judicial Council management 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 and reviews budget proposals for state or county funded projects;
- Prepares, reviews, and 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 oversight of lease projects, including locating suitable facilities, developing lease documents, negotiating terms and conditions.

Building Design and Construction:

- Coordinate staff performance in 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 between the design architect and courts' executives;
- Prepares and reviews funding proposals for construction of court facilities;
- Develops technical guidelines on design, construction, and facilities maintenance
- Reviews and approves action on design development and construction documents to insure compliance with the programs and the policies of the Judicial Branch;
- Reviews and approves 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.

Facilities Maintenance Management:

- Resolves facility quality issues; may develop and manage maintenance programs for judicial facilities.
- Prepares and updates court facility maintenance guidelines.
- Develops and disseminates 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 occasionally prepare project design and construction documents
- Reviews and approves 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.
- Advanced construction cost estimating.
- Advanced 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.
- Principles and practices of real estate acquisition

Ability to:

- Oversee, 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.
- Estimate project costs, including acquisition, design, construction, and relocation.
- Oversee execution of planning, design, and construction.
- Plan, organize, review, and evaluate the work of staff, 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 five years of professional experience as a facilities planner or architect for a court, county, or state agency, including one year of supervisory experience; or six years of professional, varied and increasingly responsible experience in any combination of facilities management, project or construction management, regional planning, real property leasing, architectural design, or construction management, including one year of supervisory experience; or one year as a Senior 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 supervisory experience).