

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JUNE 2017**  
**RANGE: 56.0**  
**CLASSIFIED**  
**CODE: NONE**

## **FACILITIES PLANNER**

### **DEFINITION**

Under the general supervision of the Director of Facilities, coordinate space planning, alteration, construction and repair projects for facilities owned and/or operated by the Kern County Superintendent of Schools Office consistent with requirements of organizational efficiency and available facilities and funds.

In this highly visible position, the Furniture/Facilities Planner will represent KCSOS in dealing with outside entities and is expected to work independently, exercising considerable judgment, initiative and discretion.

### **EXAMPLES OF DUTIES**

Inspect buildings and office areas to evaluate suitability for occupancy;

coordinate design layout, showing location of furniture, equipment, doorways, electrical and telephone outlets, and other facilities;

prepare cost estimates for furnishing options for projects;

assist in the planning, organizing and evaluating acquisition, planning design and construction projects for KCSOS facilities;

initiate and conduct space planning studies;

maintain and develop furniture standards and coordinate furniture purchases;

advise departments on feasibility of desired expansion or modification projects and recommend changes to requests, as appropriate;

assist in preparation/coordination of building plans and specifications for KCSOS projects;

oversee and provide direction to Facility Use and Planning Assistant I;

process and review work orders for furniture requests and space planning projects;

provide general supervision and inspection of facilities projects as necessary, including monitoring work in progress, visiting project sites and meeting with contractors to review progress, identify and resolve problems, and review and approve proposed change orders to avoid time delays and cost overruns;

prepare project schedules and timelines;

extensive interaction with staff and departments, local vendors, consultants and manufacturer representatives;

plan and coordinate moves and relocation of staff and divisions, including reviewing site readiness and resolution of moving issues;

manage facility issues affecting building tenants and leased property.

## **QUALIFICATIONS**

### Knowledge of:

A broad range of professional skills, together with the capacity for growth;

principles and practices of design as applied to facility planning;

basic provisions of the Uniform Building Code and other applicable laws and regulations.

### Ability to:

Perform specific and general tasks;

establish an appropriate working relationship with diverse individuals or groups;

supervise planning, drafting and allocation of space for various employees' positions;

communicate with various facility staff members to coordinate all responsibilities of this position;

read construction plans and to translate ideas and sketches into accurate working drawings (preferred);

ability to create scaled, 2-D CAD drawings utilizing drafting software.

### Experience:

Three (3) years of experience in facility planning.

### Education:

Bachelor's degree;

emphasis in facility planning and design or equivalent years of experience in related fields.

### Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

6/14/17

G:\Facilities Planner.doc