

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Facilities Planner

Adm. Rev. Approved:

Level: F

FLSA Status: Exempt

Class Code: E0606

January 18, 2006

GENERAL DESCRIPTION

Ensures the facility needs of the College are adequately planned for and met by developing educational specifications for district-wide new construction, remodeling, renovation projects and coordinates district preventative maintenance plans.

KEY RESPONSIBILITIES

% OF TIME

1.*	Develops educational specifications for district-wide new construction and remodeling projects.	20%
2.*	Prepares and implements Educational Plant Surveys.	20%
3*	Prepares the Capital Improvement Programs requests and Project Priority List for the College.	20%
4.*	Stays current on facilities planning and reporting requirements of the Office of Educational Facilities of the Department of Education.	10%
5.*	Validates Facilities Inventory; maintains and updates Facilities Inventory Data Base for submission to the Office of Educational Facilities of the Department of Education.	10%
6.	Assists in the coordination of activities for all major District-wide maintenance projects and preventative maintenance plans.	15%
7.	Assists in the coordination of activities for minor renovation/remodel projects.	5%
8.	Performs other similar and related duties as required.	

* Indicates an "essential" job function.

Position Title: Facilities Planner	Class Code: E0606	Position Level: F
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	5 to 7 years prior related experience required.	
<i>Planning Scope:</i>	Plans events that are expected to occur in the next one to three months or on a quarterly basis.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the campus.	
<i>Impact on Budgets:</i>	Incidental/Indirect: Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Grant Funds:</i>	Incidental/Indirect: Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
<i>Impact on Revenue Generating:</i>	Recommending/Contributory: Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues.	
<i>Impact of Decisions:</i>	Makes decisions and final recommendations which routinely affect the activities of a campus. Position duties may include responsibility for developing strategic plans for one or more campuses.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Internal Contacts:</i>	Regular contacts to carry out programs and to explain specialized matters or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion.	
<i>External Contacts:</i>	Regular external contacts to carry out organization programs and to explain specialized matters, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, policies and procedures.	
<i>Level of Supervisory Responsibility:</i>	Responsibility or authority is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Advanced Professional Skills: Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain involves only infrequent exposure to disagreeable elements. Work environment	