



Job Specification

Job Title: Facilities Planner
BCAT Code: 450X AL
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Duties/Responsibilities

Coordinates oversight of facility planning activities for renovations and constructions to include, facilities programming, project scope, cost projections, schedule analysis, and space analysis.

Job Duties/Responsibilities

- Coordinates the production of spreadsheets with drawings for analysis and projections.
- Represents university in project programming and coordinates consultant selection process.
- Monitors and tracks project budgets and corresponding payments.
- Participates in the approval of consulting agreements, drawings, and space allocations.
- Manages records related to contract execution and planning.
- Serves as member of Capital and Space Allocation Committee (CBSAC).
- Coordinates the logistics of planning activities.
- Serves as liaison between contractors, departments and university in project planning.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge in interpreting and evaluating engineering drawings, building systems, and maintenance.
- Knowledge of AutoCAD, word-processing (MS-Word), and spreadsheets (MS-Excel), and project scheduling systems.
- Ability to multi-task, coordinate several projects, supervise, and perform life activities (climbing, walking, and entering non-confined areas).
- Effective time management, customer service, supervision, and organizational skills.
- Ability to communicate effectively verbally and in writing.

Minimum Hiring Standards

Bachelor's degree and three years of related experience; or a combination of education and experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.