

**CHICO UNIFIED SCHOOL DISTRICT
FACILITY PLANNING/CONSTRUCTION SUPERVISOR**

DEFINITION

Under direction, to plan, organize and coordinate the District facility planning and construction processes; to plan, organize, and supervise the projection and forecasting of future school facilities; to plan, organize, coordinate, and perform specialized functions and activities pertaining to environmental quality, facility reconstruction, and future facility site identification, selection and acquisition.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plan, organize and coordinate the planning of future school facilities, including the conduct of action research pertaining to economic, social and physical factors affecting land use within the confines of the District.
- Compile and analyze data and prepares graphic and narrative presentations regarding facility planning and construction.
- Confer with various agencies and land developers in determining land use and the need and location of potential school sites.
- Represent the District before local and state commissions and agencies pertaining to school facility planning and construction.
- May participate in the inspection, review, and evaluation of facilities, grounds, and work areas and prepares recommendations to ameliorate potential environmental and hazardous conditions.
- Maintain an information and data management, storage and retrieval system pertaining to land development, projected student enrollment, planning and construction timelines, and other matters related to facility development management functions.
- Assist in the preparation of bid specifications, legal advertising, change orders, easements, notices of completion, and other facility planning and construction communicative documents required by the State Building Program.
- May assist in the planning, organization and coordination of the community use of District facilities.
- Serve as a resource to District personnel, community members and others pertaining to school facility planning, District boundary information, and other matters related to school facility utilization and planning and construction.
- Participate in the functions and activities of the District safety committee that includes the planning of safety inspections, health and safety instructional programs and the development of informational materials pertaining to health and safety regulatory matters.
- Plan, organize and coordinate the District capital outlay budget, and the administration of the District's facility finance plan, bond issue matters, developer fee determination and collection, Mello Roos Districts, and redevelopment issues.
- May be required to drive a District vehicle to and from school facilities, land development areas and other areas in the performance of various functional responsibilities.
- Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Principles, methods, techniques and strategies of facility planning, construction, and finance management functions;
- Legal mandates, policies, regulations and guidelines pertaining to facility planning and construction;
- Local, state and federal administrative agencies responsible for land use and development and school facility building management programs;
- Research and analysis methods, techniques and procedures.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Effectively and efficiently plan, organize, coordinate and participate in a comprehensive school facility utilization, and planning and construction process;
- Maintain an extensive data and information management, storage and retrieval system;
- Analyze and interpret school facility construction and health and safety regulations, guidelines, practices and trends;
- Communicate effectively in oral and written form regarding technical and legal matters pertaining to facility planning and construction;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative working relationships.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

- Four (4) years of responsible experience in the facility planning and construction of school facilities and large buildings, including two years in a supervisory capacity.

Education:

- Bachelor's degree or higher, supplemented by advanced training or course work in organization, supervision, engineering and architectural principles.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Insurability by the District liability insurance carrier.
- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple worksites and locations, as needed.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 25 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handling and working with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.