



JOB DESCRIPTION

Job Title	Facilities Planning Manager
Department	Buildings & Grounds
Reports To	Director of Buildings & Grounds
Classification	Non-Affiliated
Location	Service Center
Salary	Set Annually by Board of Education
Length of Contract	12 month

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Job Summary

The Facilities Planning Manager reports to the Director of Buildings and Grounds and is responsible for project management of construction work on District buildings and other contracted facilities services, planning for district demographic changes, and assisting with various compliance issues in order to maintain a proper educational environment for students and staff. The Facilities Planning manager also supervises District maintenance staff.

Essential Job Functions

- Coordinates all District bid projects from conceptual design through construction administration, and coordination of any consultant work.
- Coordinates and supervises all facilities related contractors and projects.
- Inspects District facilities for failed or failing building components and develops a plan to address the repairs of the identified failures in a timely manner through the budget planning process.
- Supervises District maintenance staff and participates in hiring and evaluation processes.
- Assists in reviewing and prioritizing maintenance needs for buildings and school grounds, including cost estimating and scheduling.
- Collaborates with staff and administration to develop solutions to building needs, including preparation of cabinetry plans and details.
- Collaborates with school administrators and Safety Coordinator to ensure emergency plans remain current and meet standards within the safety plan.
- Plans and develops energy reduction projects.
- Serves as a liaison between schools and architect and engineering consultants to review and update floorplans annually.
- Assists Director with planning, cost estimating, capital plan execution, and construction supervision.
- Maintains District catalog of facility material and equipment standards.
- Represents District during project design and construction management to ensure a positive outcome.

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The Eau Claire Area School District is an Equal Opportunity Employer.

- Assists with development and yearly updates of District Comprehensive plan.

Ancillary Job Functions

- Shares responsibility for department operations in absence of Director.
- Maintains certificates of insurance for entities working with the District.
- Performs other related duties as assigned.

Required Qualifications – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Technical degree or certification in facilities management, project management, construction, or a related field.
- Minimum of three years' experience in facilities management or a related field.

Preferred Qualifications – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree in facilities-related field.
- Project management certification or education.
- Certification in asbestos supervision and other health and safety disciplines.
- Certified or the ability to become certified as District LEED Safe Designee
- Minimum of five years' experience in Computer Aided Design (CAD).
- Knowledge of and experience in the use of REVIT

Knowledge, Skills, and Abilities – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to use Microsoft Office Suite and other software packages as required.
- Knowledge of how building systems operate (mechanical, electrical, fire alarm, fire suppression systems, etc.).
- Knowledge of commercial construction.
- Organizational record keeping skills.
- Knowledge of AIA contract documents.
- Ability to travel between District buildings in compliance with the District's driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Normal office environment.
- Requires inspections and construction supervision at District facilities, including grounds, roofs, and interior, tunnels, and sub-grade sites.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, hazardous traffic conditions, extreme temperatures, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels or potentially hazardous or cancer-causing agents/chemicals during inspection of construction activities.

Physical Requirements – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to work at computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to stand/walk, grasp, reach, stoop/kneel/crouch, or climb/balance.
- Occasionally required to drive to other locations.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors in order to observe and inspect construction sites.