



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

FACILITIES PLANNING SPECIALIST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of specialized administrative duties related to monitoring and tracking the District's commercial and residential facility developments; collect and record the receipt or developer fees; research and project enrollment trends to identify and address student facility usage; oversee new construction projects; update file library; map site evacuation routes, District boundary maps and utilities; monitor and organize facility use applications; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Gather and maintain all data regarding existing and proposed residential development; prepare bid package; attend job walks; post bid notices; monitor field construction; provide technical assistance and analysis for proposed boundary changes.
- Prepare and update site evacuation maps; update Attendance Boundary Maps; archive "As Built" drawings; monitor and update street grid and map books; coordinate the distribution to all sites; organize and monitor archived blueprint room.
- Assist with all data collection necessary for enrollment trends, projection and demographic profiles; prepare and distribute reports, as requested; update suggested walking routes and evacuation routes and procedures for all school sites.
- Collect and track District special taxes and developer fees for commercial and residential developments; audit and process related documents; collect facility lease fees, insurance verifications and accounting records for school facility leasing; coordinate with local parks and District's recreational programs.
- Serve as liaison to City and serve on Traffic committee; respond to construction notices and to related grants and requested studies.
- Collect closeout items including "As Built: plans, specifications, manuals, overstock items and keys; respond to warranty notices one year upon completion of construction project.
- Monitor and oversee District-wide online scheduling application; coordinate City's Joint Use programs per Civic Center Act; provide a variety of reports and diagrams to school sites and community, as requested; utilize GIS and Auto CAD software systems.
- Drive to and from school facilities, land development areas, and other areas in order to perform job title responsibilities.
- Attend conferences, workshops, and various continuing education seminars, as assigned.
- Assist with any additional projects and tasks, as directed.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable laws, rules and regulations related to assigned activities.
- Basic facilities planning policies, practices and terminology.

- Types and sources of supplies, materials and equipment used in school facilities.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Operation of a computer and assigned software.
- Financial recordkeeping and report preparation techniques.
- Data control procedures and data entry operations.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Modern office practices, procedures and equipment.
- Mathematic calculations.

ABILITY TO:

- Communicate effectively, both orally and in writing.
- Learn facilities planning policies and procedures.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare, review, verify and process purchasing forms and documents.
- Obtain verbal and written price quotations.
- Evaluate prices, items, discounts and quantities to purchase items cost-effectively.
- Operate a computer and assigned software.
- Enter and input data accurately.
- Maintain records and prepare reports.
- Establish and maintain cooperative working relationships.
- Add, subtract, multiply and divide quickly and accurately.
- Meet schedules and timelines.
- Prioritize and schedule work.

EDUCATION AND EXPERIENCE:

EDUCATION:

Bachelor's degree from an accredited college/university.

EXPERIENCE:

Three years of facilities experience, preferably in facility planning and maintenance. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.

PREFERRED QUALIFICATIONS:

Facility Planning experience in a school setting is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust, dirt, oil/grease. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

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

- Will frequently exert 75 to 100 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Will walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level and/or to ascend and descend a step stool or step ladder, stairs, scaffolding and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone and other communication devices.
- Must possess the manual dexterity to operate hand tools and related equipment, and to handle and work with various materials and objects.
- May be occasionally exposed to hot, cold, wet, humid, or windy conditions caused by weather.

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

POTENTIAL HAZARDS:

Working around and with machinery having moving parts; working at heights.

Revision Date: 2/1/2024