



## **MANAGER of FACILITY PLANNING**

**Job Description  
September 1, 2016**

**Job Code: 012BOE  
Bargaining Unit: 06**

### **Position Summary**

Responsible for professional and supervisory work involving strategic planning for the District's facilities, including analysis, programming, and conceptual design

Align district facilities resources with existing and anticipated instructional, operational, and financial, opportunities and limitations; assures that projects meet federal and state regulations and district standards

### **Reporting Relationship**

Reports to the Facilities Director or another senior administrator as designated.

### **Responsibilities**

The essential functions include, but are not limited to, the following fundamental duties:

Perform the annual performance review and goal setting and regular performance updates and reviews with each direct report.

Plan, delegate and supervise and coordinate the work of subordinates and consultants.

Maintain and promote sound design and construction standards that apply to all facets of the department

Conduct facility feasibility studies, including statement of project intent and resulting scope, project budget and schedule assumptions and forecasts. Develop unit goals and methods for their achievement.

Review the design scope, budget and schedule of a project upon release from the Project Manager.

Identify events that could alter the scope, budget, and schedule of the project and develop contingency plans for meeting objectives. Analyze, compare and evaluate various courses of action and make decisions under the general direction of the Director of Facilities on matters of significance within the scope of position responsibilities

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### **Responsibilities (continued)**

Identify and coordinate current and future facilities needs with academic and operational needs. Conduct space utilization studies and recommend solutions to space utilization issues that may arise

Coordinate the planning, programming, and pre-design phase of project plans. Act as facilitator of project processes throughout the design phase of the project.

Identify the need for external consultants and contractors and negotiate contracts with the same in coordination with other facilities managers as appropriate. Monitor and evaluate performance of consultants.

Coordinate the examination of plans and specifications for school district buildings prepared by external consultants and contractors and propose changes as required to comply with District standards or industry best practices.

Coordinate the monitoring of the construction of school district buildings for conformance to project objectives.

Review the existing Facility Master Plan (FMP) annually and update it for the next five year planning period.

Review and analyze completed projects annually for accuracy of the plans, including cost, schedule, and overall success of each project in concert with other appropriate Facility Department personnel.

Present the results of the above review to the Facilities Department Management team in conjunction with other facilities personnel as appropriate

Ensure that Saint Paul Public Schools (SPPS) design and furniture standards are followed and updated as necessary.

Interface with and use accounting, procurement, and project management software.

Communicate orally, graphically and in writing with peers, building staff, administration and community members related to project design and construction.

Demonstrate courteous and cooperative behavior when interacting with students, clients, visitors, and SPPS staff; acts in a manner that promotes a harmonious and effective workplace environment.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

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### **Knowledge, Skills and Abilities**

Considerable knowledge of the latest design requirements and standards for both Federal and State requirements.

Knowledge of building codes, ordinances, standards and regulations including, but not limited to, Minnesota State Building Code, ANSI A117.1, the Americans with Disabilities Act, and City of St. Paul zoning and related legislation.

Knowledge of educational space planning practices.

Knowledge of the principles and practices of public sector administrative management, including cost accounting, budgeting, purchasing, contract management, customer service and employee supervision.

Considerable skill in utilizing computer systems in the performance of the job responsibilities.

Must be detail orientated and accurate in the recording of project information.

Considerable skill in data management, recordkeeping, research, analysis and reporting.

Ability to communicate effectively with individuals and groups.

Ability to communicate effectively orally, graphically, and in writing.

Ability to coordinate multiple activities simultaneously.

### **Minimum Qualifications**

Bachelor's degree in architecture, engineering or construction management and seven years of experience in educational/institutional/commercial design and construction which must include three years of direct project management experience.

### **Preferred Qualifications**

Experience managing to scope, schedule and budget for small- to mid- complex construction projects.

Registration as a Professional Architect or Engineer in the State of Minnesota.

Accredited Learning Environment Planner (ALEP) or Certified Educational Facility Planner (CEFP)

Leadership in Energy and Environmental Design (LEED) Accredited Professional.