

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Planning Specialist</b>	<b>Job Code: 77130</b>
<b>Job Classification:</b>	<b>Other Professional Staff</b>	<b>EEO Line: 44</b>
<b>Job Class Category:</b>	<b>Educational Support Personnel</b>	<b>Job Description Supplement Code: 8</b>
<b>Reports to:</b>	<b>Director, Department of Maintenance</b>	<b>Salary Locator: Classified Schedule</b>

**SUMMARY:** Plans utilization of space and facilities for the District consistent with requirements of organizational efficiency and available facilities and funds. Inspects buildings and office areas to evaluate suitability for occupancy, considering such factors as design codes and square footage.

### QUALIFICATIONS:

- 1) Associate's Degree and two years' experience in Building/Facility Construction
- 2) Valid Florida Driver's License and acceptable driving record
- 3) Satisfactory criminal background check

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Staff Services leave system and Skyward inventory system (if applicable).
- (3) Ability to utilize technology
- (4) Ability to draw design layouts
- (5) Knowledge of CAD applications
- (6) Knowledge of OSHA and ADA requirements
- (7) Knowledge of state and local building codes and fire codes
- (8) Interpersonal skills to work with other maintenance staff
- (9) Ability to work in a collaborative manner

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in your position.
- (2) Maintain positive, cooperative, and mutually supportive relationships with the administration and representatives of resource agencies within the community.
- (3) Works with Department Director to determine assignments of offices and instructional spaces
- (4) Maintain the Florida Inventory of School Houses (FISH)/Educational Facilities Information System (EFIS) for the District, by becoming knowledgeable with the FISH manual.
- (5) Maintain through CAD the District FISH maps by making all pertinent changes to the FISH maps, i.e., any addition or removal of walls in rooms, changes in floor covering (tile to carpet/carpet to tile) relocation of portable buildings, addition of new buildings and demolition of old buildings and distribute as necessary or as required annually per the State Requirements for Educational Facilities (SREF).
- (6) Assist DOE with the coordination of the FISH validation and School Plant survey.
- (7) Coordinate the school traffic signals with the Public Works Department
- (8) Maintain and log inspections of the generator fuel storage tanks and assist vendor with annual inspections
- (9) Perform monthly inspections and maintain log of PCSD Bus Depots. Coordinate repairs.
- (10) Maintain CUPS well water usage log. Submit Consumptive Use Permits (CUP). Reports annually to SJRWMD.
- (11) Post DEP storage tank regulation program placards
- (12) Maintain Certificates of Operational License renewals for elevator and wheelchair lifts at specific facilities
- (13) Maintain DEP wastewater and potable water reports
- (14) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities

(15) Responsible for keeping up to date on current technology being used by PCSD. With the support of the district, attend training to ensure skill level in various technologies is at the level required to perform in current position.

(16) Perform all other non-instructional duties as requested by department director

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects. Work typically involves some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and the lifting, carrying, pushing and/or pulling of heavy objects and materials. When conducting inspection duties, tasks may present potential exposure to adverse environmental conditions, such as dust, fumes, wetness, humidity, machinery, vibrations, temperature and noise extremes, electrical currents, bright or dim lighting, and toxic/poisonous agents.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

Adopted: January 13, 2015