



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title:	Facilities Utilization & Design Specialist	FLSA Status:	Exempt
Job Family:	Professional	Pay Range:	N
Prepared/Revised Date:	November 20, 2023	Job Code:	32502

SUMMARY: Responsible for performing highly technical architectural and code compliance work in the Facilities and Operations Department. Develop design standards, manage deferred maintenance and capital projects, assess critical building systems and assets, and develop a 5- and 10-year rolling facility master plan with a community engagement strategy. Act as liaison to stakeholders by responding to inquiries regarding enrollment forecasts, population statistics, attendance boundaries, active housing developments, future school sites, and district's short and long-range facility plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Perform code review and compliance determinations for many things, including projects, fire codes, grant materials, lighting, and land use issues.
2. Design small projects such as office remodels space or classroom needs.
3. Determine an establishment of standards for construction and architectural materials, as well as for building systems.
4. Assess assets and critical building systems, help prioritize the work for the 10-year plan and develop a broad District Facilities Master Plan.
5. Develop and implement a District engagement strategy for school renovation needs, community desires and input, and programming needs of the department.
6. Plan, prepare, and review building automation system design, specifications, changes, and improvements for overall compliance and to ensure the work is consistent with the District's energy plan.
7. Review specifications for heating, ventilating, plumbing, and electrical equipment in buildings, structures, and related areas.
8. Assess and review indoor air quality systems and review specifications and plans to ensure compliance with all applicable codes and requirements.
9. Oversee outside vendors on all capital projects reviewing architectural design, drawings, and ensuring all work meets District standards and is conformant with the 10-year facilities master plan.
10. Provide support to the district's short and long range planning efforts and associated sub-committees. Provide guidance and expertise in planning-related issues to district leadership, staff, and community members. Serve as district liaison at public meetings regarding growth, boundaries, and implementation of the Facility Master Plan. Serve as subject matter expert on regional demographics, school boundaries, and future growth for the district's Boundary Committee.
11. Collaborate and facilitate planning efforts with district personnel, municipalities, community members, and regional planners based on American Institute of Certified Planners (AICP) standards.
12. Attend work and arrive in a timely manner.
13. Analyze, compile, and prepare responses to residential development referrals from local municipalities as to the impact of new growth on existing district infrastructure and the need for new schools.
14. Analyze space needed to accommodate projected growth and new programs for existing and future school and administration sites. Develop recommendations for implementation of modular classrooms, additions, and/or the construction of new facilities.
15. Perform other duties as assigned.



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in construction management or building related field
- Required Experience: At least 5 years of experience in construction or building related field; experience working in a public facilities capacity; experience in facilities planning and design for local government
- Preferred Experience: Three to five years' experience in an education setting; experience working in local government and a thorough understanding of school board operations
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Licensed in Colorado as an architect preferred
- American Institute of Certified Planners (AICP) and/or Geographic Information Systems Professional (GISP) certifications or other professional certifications as appropriate preferred
- Association with American Planning Association (APA) or Colorado Educational Planners Association (CEPA) preferred
- Project Management Professional (PMP) certification preferred
- Criminal background check required for hire
- Valid Colorado driver license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of exterior and interior building systems
- Considerable knowledge of building plans, specifications, and materials
- Understanding of all building code and life safety compliance requirements in buildings
- Ability to develop and maintain a strategy for engagement with all stakeholders in educational facility use, development, and renovation
- Considerable ability to develop a facilities master plan identifying the deferred maintenance and capital improvement needed in the District
- Considerable ability to work with K-12 educators on space usage, availability, and capacity to coordinate on education needs
- Considerable experience in working with elected officials in local government
- Ability to communicate clearly and effectively, strong written and verbal skills
- Project management software knowledge
- Excellent analytical skills and big picture comprehension
- Working knowledge of land use regulations and practices
- Experience with city planning practices
- Experience with property management
- Advanced understanding of spatial analysis
- Advanced skills with personal computers, including ability to use spreadsheets, databases, and word processing software for data analysis and to work with large databases
- Personal computer and software skills and ability to learn new software
- Self-motivated to prioritize, develop directives and deadlines, and manage processes
- Excellent analytical and technical writing skills
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, district policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Advanced operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Outlook and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Operations Officer	
Direct reports:	none	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle, or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate			X	



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	