



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title:	<b>Planning and Construction Manager</b>	FLSA Status:	<b>Exempt</b>
Job Family:	<b>Professional</b>	Pay Range:	<b>O</b>
Prepared/Revised Date:	<b>November 9, 2023</b>	Job Code:	<b>35751</b>

**SUMMARY:** Manage and use the Geographic Information System (GIS) as a resource for enrollment projections, school boundary modifications, school capacities, and property management. Manages the construction project team and develops professional relationships for coordination of facility design by outside design consultants with District personnel, state and local building officials, utility companies, other government entities and school/citizen groups. 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. Manage and maintain the district’s property portfolio.

**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.*

<b>Description of Job Tasks</b>
1. 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.
2. Oversee the district’s CAD/GIS specialist in the maintenance and use of CAD and GIS. Maintain the district’s housing inventory, floor plans, demographic data and analysis, and other data systems used for planning purposes.
3. Collaborate and facilitate planning efforts with district personnel, municipalities, community members, and regional planners based on American Institute of Certified Planners (AICP) standards.
4. Manage the construction process with the project management team, coordinating and facilitating design submittal reviews, coordinating communication between parties, and performing feasibility analyses. Manage the design phase of proposed construction projects, project close-out, and warranty periods. Provide regular written project status reports, managing the contractor bidding and negotiation phase, performing research of new construction technologies, and assisting supervisor in long-term planning and facilities assessment.
5. Attend work and arrive in a timely manner.
6. Manage the district’s property portfolio. Coordinate with municipal and private landowners to oversee the proper preparation and filing of easements, annexations, subdivisions, and other property-related documents. Work with consultants to perform site analyses including legal descriptions, surveys, and other documents as required. Analyze and recommend acquisition/disposition of land based on needs identified in the Facility Master Plan or as directed.
7. 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.
8. Maintain and assist in the development of intergovernmental agreements (IGA), including the district’s Payment in Lieu of Land (PILO) agreements. Review IGAs to ensure compliance and provide information to municipalities, staff, and the community on IGAs.
9. Utilize historical enrollment data to identify trends and apply statistical models to develop enrollment projections. Research and analyze choice/open enrollment information annually and its effect on school attendance areas and provide recommendations on use of existing facilities. Collaborate with Information Technology to produce one-year and five-year enrollment projections.



- |  |
|--|
| 10. 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. |
| 11. Perform other duties as assigned.  |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in construction management, engineering, urban/regional planning, or related field
- 5 years of experience in school district, construction management, or urban and regional planning preferred
- Equivalent combination of education and experience will be evaluated

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- 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:**

- Experience with GIS
- Experience with CAD
- 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
- Oral and written communication, interpersonal and organizational skills
- 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
<b>Reports to:</b>	Director of Facilities	
<b>Direct reports:</b>	CAD/GIS Specialist	1
	Project Manager	2
	Construction Project Coordinator	2
	Operations Support Specialist	1

**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	