

**DISTRICT SCHOOL BOARD OF PASCO COUNTY
JOB DESCRIPTION**

PROJECT PLANNER

QUALIFICATIONS:

- (1) Graduation from Standard High School, Vocational School, or possession of a GED.
- (2) Completion of AA construction management degree or possession of general contractor's license.
- (3) Six years of work experience in project cost estimating, general contracting and/or project management.
- (4) Skilled in use of Microsoft Office Software including Word, Excel and use of internet.
- (5) Preferred knowledge of construction quality improvement techniques.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill to perform technical project planning work in the preparation of maintenance construction projects at school facilities. Ability to exercise independent judgment under general direction. Ability to develop district wide condition records of each type of construction project. Ability to make recommendations as to when projects should be completed.

REPORTS TO:

Director of Maintenance	JOB GOAL
To provide the District with skills, knowledge and services essential to deliver educational facilities which meet District educational philosophy within the approved budget.	

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge

- * (1) Prepare a master project list for each project type for all school facilities in recommended priority order.
- * (2) Recommends consolidation of individual projects and recommends correct time sequence for project
- * (3) Recommends long range planning of major projects for 5 year and 10 year project plan and 20/40/60 year building life cycles.
- * (4) Recommends demolition of school facilities when renovations and remodeling are no longer cost effective.

Communication

- * (5) Coordinates projects with Energy Coordinator.
- * (6) Coordinates projects with Environmental Specialist on any IAQ issues.

Proactive Orientation

- * (7) Proactively prepare professional project reviews for each project type at each school facility.

Critical Thinking

- * (8) Receive all "Predictive Maintenance Reports" from crew chiefs and complete full project review on "Poor" noted items.
- * (9) Maintain project cost records of completed maintenance projects and new schools.

Continuous Improvement

- * (10) Receive "Capital Project Request" forms from all district facilities and complete full project review.
- * (11) Attend Project Review Team (PRT) meetings and makes reports on status of project planning.

Facilitation

- * (12) Works with project coordinators on what is included in approved projects.
- * (13) Works with contract practicing architect/engineer (PA/E), facility specialist and project coordinators on scope of work and quality issues.

Managerial

- * (14) Assist in directing the school construction plan implementation.
- * (15) Assist with preparing reports and maintaining records.
- * (16) Monitor assigned tasks.

Constancy of Purpose

- * (17) Support the District's vision and mission.
- * (18) Represent the District to outside shareholders in a positive and professional manner.
- * (19) Perform other incidentals consistent with the goals and objectives of this position.

Decisiveness

- * (20) Make and share decisions in a timely manner.
- * (21) Respond quickly in emergency situations.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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 Board's policy on evaluation of personnel.

Board Action	_____
Approved	_____
Revised	<u>3/7/06</u>