

City of Fort Worth, Texas Job Description

Classification Title:	Senior Facilities Planner		
Job Code:	PR2941	Job Family:	Professional
Pay Grade:	612	Date Created:	05/26/2016
FLSA Status:	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, assigns, and supervises activities and operations necessary to develop, implement, and track facility planning and facility usage initiatives for various City Departments; ensures work quality and adherence to City policies and procedures policies for new and existing facility space utilization; and makes recommendations for changes and improvements to existing standards and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Develops and maintains strategic facility master plan which includes mid to long range facility capital improvement plans which will optimize the use of existing facilities, identify new facility requirements, and propose achievable strategies to meet those facility requirements.
3. Develops and implements a process to identify potential future facility projects, including both scope and estimated costs, establish a ranking process for prioritizing projects across various uses, forecast fiscal resources that could be used to program these facilities, and itemize proposed projects in a mid-term (5-year) and long term (20-year) strategic facilities master plan.
4. Creates and implements facility space standards that provide the best solution for providing suitable working spaces for the various users throughout the City - uses these standards as the baseline for evaluating all facility renovation and new construction projects in the schematic design phase.
5. Manages, prepares, conducts, and/or coordinates the preparation of detailed planning and design projects using broad knowledge in architectural and engineering disciplines. Develops options, layouts, cost estimates, site approvals, economic analyses, construction alternatives, justifications, and impact statements to support recommended facility planning projects. Prepares annual facility capital project requests, and prepares facility project packages suitable for development of future bond programs.

6. Acquires and maintains current information necessary for successful facilities planning including compiling a comprehensive list of all City facilities, including owned and leased, across all City departments and funding sources. Use state of the art technology to implement a new system to make information available to multiple outside users in real time by incorporating data into a new GIS-based solution.
7. Serves as liaison for the Facility Planning group with other divisions, departments, outside agencies, citizen and community groups. Attends meeting with architects, engineers, state and federal officials, department heads, other City officials and citizens; and negotiates and resolves sensitive and controversial issues.
8. Participates in the development and administration of the Facility Planning group's annual budget. Participates in the forecast of funds needed for staffing, contract support, software, equipment, materials and supplies; and monitors expenditures.
9. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned facility planning methods and procedures; and works with personnel on the continuous improvement of facility planning services, including city building and facility planning, construction and maintenance.
10. Performs the more technical and complex tasks of the Facility Planning group, including the most complex analytical and evaluative activities; exercises quality control authority over all group products; prepares and presents necessary reports and correspondence; ensures that written reports are clear, concise and objective.
11. Provides support to the Assistant Property Management Director – Facilities and other assigned senior and executive management staff; and serves as a primary contact on issues and programs related to the Facility Planning group.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

• Knowledge of:

- Principles and practices of facility master planning and prioritization, and facility space planning and usage standards.
- Principles and practices related to building design, material, methods and equipment.
- Municipal budget development and administration procedures, to include development of capital project packages and long range capital improvement plans.
- Electronic record keeping and methods of utilizing graphical, location based information systems.
- Principles and practices related to facility cost estimating.
- Safety rules and regulations related to work procedures, equipment and usage of materials.
- Principles of supervision, training and performance evaluation.

- Pertinent Federal State and local laws, codes and regulations related to assigned operations.
- Blueprints and schematics relevant to building construction.

• **Skill in:**

- Organization, time management, and prioritization.
- Computers and applicable software.
- Critical thinking and decision making.
- Negotiation.

• **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Plan and organize diverse operations such as long term facility planning for police and fire functions, libraries, community centers, recreational facilities, administrative facilities, etc.
- Manage a comprehensive facility planning program.
- Develop and administer division goals, objective and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solution, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret work reports and evaluate work completed.
- Participate in the selection, supervision, training, and evaluating of subordinate employees.
- Interpret and explain City policies and procedures.
- Read and interpret building and construction blueprints and schematics.
- Operate and use data from Geographical Information Systems (GIS).
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's Degree in architectural, engineering, urban planning, or related field and five years of responsible experience in management of facility planning, facility design, facility management, master planning, space planning, or other related fields, including two years of administrative and/ supervisory experience.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Ability to pass Criminal Justice Information System (CJIS) background clearance.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking,

repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting and intense noises.

PHYSICAL DEMANDS

The physical demands described here 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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.