Classification Description

Job Title: **Facilities Planning Manager** **Pay Grade:** **116**

Job Code: **4231** **FLSA Status:** **Exempt**

Job Purpose

The Facilities Planning Manager performs professional and technical work responsible for managing and maintaining Computer-Aided Design (CAD) and Building Information Modeling (BIM) drawings, project and department move coordination, document management, facility management systems, state reports, and space inventory databases. The position will ensure accurate and timely changes to facility spaces resulting from changing space needs, programming changes, renovation, remodeling, and new construction.

General Responsibilities

Essential Functions

Supervises, maintains, and advises department leadership on technical matters involving Computer-Aided Design (CAD) and Building Information Modeling (BIM) drawings, facility management systems, projects, moves, document management, state reports, and space inventory databases.

Coordinates, documents/updates, and manages the College's daily, monthly, and project moves.

Utilizes knowledge of computer software, engineering practices, mathematics, building materials, and other physical sciences to develop drawings, update databases, and manage projects.

Oversees and coordinates assigned Facility projects with College departments, contractors, and vendors.

Updates, coordinates, and reviews reports and project data in collaboration with project team.

Develops, implements, and enforces CAD and BIM drawing standards.

Develops and reviews drawings for construction and compliance with project specifications and federal, local, and state guidelines.

Collaborates with Facility staff to update and maintain building information, mechanical, electrical, plumbing, structural, and architectural information collected from construction documents and staff.

Prepares space planning and maximum occupancy drawings and reports.

Reviews, maintains, and ensures the accuracy of assigned College and state reports; resolve discrepancies internally to maintain document accuracy.

Maintains and updates hardcopy and electronic archival construction documents and databases for facility inventories, facility management systems, floor plans, and maximum occupancy using the current AutoCAD, Revit, Archibus, TDX, Acrobat, and Banner releases. Ensures information is accurate and current.

Working knowledge of facility management systems, i.e., TDX and Archibus.

Operates and maintains large format scanner and printer to digitize construction documents into an archive file system.

Identifies and classifies construction documents and files according to construction discipline, function, and keywords.

Oversees and monitors the use of archive documents and adherence to College policies for releasing documents to College vendors.

Adheres to College and state document retention schedules for scans, images, construction documents, files, and archive records for projects and inactive records.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education in computer science or related fields. Appropriate combination of education and experience may be substituted.

Working knowledge of AutoCAD/REVIT.

Working knowledge of drafting techniques and familiarity with engineering terminology.

Working knowledge of database systems.

Possesses mechanical aptitude with the ability to complete basic mathematical calculations.

Working knowledge of information technology systems, facility management systems, CAD file management, and architectural design.

A general understanding of facilities planning.

Ability to independently travel to and perform duties as assigned at various campuses and other locations for College business.

Experience using a computer, office software such as MS Office (MS Word, MS Excel, Outlook, etc.), electronic mail, databases, spreadsheets, and facility management/work order systems.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.

- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical:	Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
Environmental:	Normal general office.
Mental:	Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 4, 2024, August 7, 2026 (r).