

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8085  
Pay Grade: E03

FLSA: Exempt  
PTS

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| <b>COORDINATOR, FACILITIES PLANNING</b>   |
| <b>REPORTS TO:</b><br>Director, Student Demographics Assignment and School Capacity   |
| <b>SUPERVISES:</b><br>Not Applicable  |
| <b>QUALIFICATIONS:</b><br>Bachelor's degree from an accredited college or university in Business Administration, Architecture, Engineering, Building/Construction Management, Education or a related field and/or completion of appropriate courses in building trades and technical skills. Practical experience in general building design, remodeling, and maintenance work, preferably involving a public school system.<br><br>Must hold a current Florida Driver's License or Florida Commercial Driver's License Certification and training in State Requirements for Educational Facilities (SREF) as required in FL Educational Facilities FS1013.01 – 1013.82 (2013). Demonstrated computer experience with proficiency in MS-Word and Excel, and web applications.   |
| <b>MAJOR FUNCTION</b>   |
| The primary role of the Coordinator, Facilities Planning aligns to the following tasks within the Student Demographics, Assignment, and School Capacity Office, coordinating the timely and accurate preparation of Educational Plant Surveys, Supplemental Surveys, and maintains Florida Inventory of School Houses (FISH) records.   |
| <b>ESSENTIAL RESPONSIBILITIES</b>   |
| <ul style="list-style-type: none"><li>• Provides timely and accurate information related to school district facilities to internal and external stakeholders</li><li>• Responsible for the development of facility lists for 5 Year Educational Plant Surveys and Supplemental (Spot) Surveys for the district</li><li>• Responsible for the accumulation of data in preparation for school plant surveys including coordinating collection of project scope information, cost estimates and other needed information used in the preparation of Supplemental (Spot) Surveys</li><li>• Responsible for collecting and maintaining all Florida Inventory of School Houses (FISH) updates as required by FLDOE including all relocatable classrooms</li><li>• Assists in assuring all FISH updates are current in FOCUS for school personnel to schedule students</li><li>• Applies knowledge of project design and construction processes and familiarity with facilities plans in making recommendation as they relate to educational specifications and FISH Inventories and FISH drawings and facility floor plans.</li><li>• Assists in providing statistical analyses, as required, for the Student Demographics, Assignment, and School Capacity Office</li><li>• Tracks new construction data, net student stations, net teacher stations, net square footage, demolition, new capacity and net Full Time Equivalency (FTE)</li><li>• Coordinates maintaining an Educational Facilities/FISH website for district staff</li><li>• Performs other related work as required</li></ul> |

## COORDINATOR, FACILITIES PLANNING

### 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 established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED 7/13/15 CH; BOARD APPROVED: 7/28/15

## COORDINATOR, FACILITIES PLANNING

| WORKING CONDITIONS & PHYSICAL EFFORT:   | Seldom<br>Or<br>Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds  | X                     |         |        |       |        |
| 2. Lift objects weighing 21 to 50 pounds  | X                     |         |        |       |        |
| 3. Lift objects weighing 51 to 100 pounds   | X                     |         |        |       |        |
| 4. Lift objects weighing more than 100 pounds   | X                     |         |        |       |        |
| 5. Carry objects weighing up to 20 pounds   | X                     |         |        |       |        |
| 6. Carry objects weighing 21 to 50 pounds   | X                     |         |        |       |        |
| 7. Carry objects weighing 51 to 100 pounds  | X                     |         |        |       |        |
| 8. Carry objects weighing 100 pounds or more  | X                     |         |        |       |        |
| 9. Standing up to one hour at a time  |                       |         |        | X     |        |
| 10. Standing up to two hours at a time  |                       |         |        | X     |        |
| 11. Standing for more than two hours at a time  | X                     |         |        |       |        |
| 12. Stooping and bending  | X                     |         |        |       |        |
| 13. Ability to reach and grasp objects  |                       |         |        | X     |        |
| 14. Manual dexterity or fine motor skills   |                       |         |        |       | X      |
| 15. Color vision, the ability to identify and distinguish colors  |                       |         |        | X     |        |
| 16. Ability to communicate orally   |                       |         |        |       | X      |
| 17. Ability to hear   |                       |         |        |       | X      |
| 18. Pushing or pulling carts or other such objects  | X                     |         |        |       |        |
| 19. Proofreading and checking documents for accuracy  |                       |         |        |       | X      |
| 20. Using a keyboard to enter and transform words or data   |                       |         |        |       | X      |
| 21. Using a computer  |                       |         |        |       | X      |
| 22. Working in a normal office environment with few physical discomforts  |                       |         |        |       | X      |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions              | X                     |         |        |       |        |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions                     | X                     |         |        |       |        |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X                     |         |        |       |        |
| 26. Operating automobile, vehicle, or van   | X                     |         |        |       |        |
| 27. Other physical, mental or visual ability required by the job  | X                     |         |        |       |        |

Coordinator, Facilities Planning - PTS