

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Planner/Estimator	REPORTS TO:	Maintenance Services Manager
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-56/Supervisory Salary Schedule

BASIC FUNCTION:

Efficiently plan, estimate and manage projects involving repairs, alterations, contract maintenance, and minor capital outlay; provide a safe, clean and orderly learning and working environment.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Planner/Estimator classification are assigned to work in one of the following specific areas:

- Planner/Estimator - Mechanical
- Planner/Estimator - Electrical
- Planner/Estimator - Structural
- Planner/Estimator - Technical

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Efficiently plan, estimate and manage projects involving repair, alterations, contract maintenance and minor capital outlay; communicate and coordinate progress of projects to provide timely delivery of high quality services; evaluate and recommend changes in scope of projects. *E*

Assist in development and review of the five-year planned program maintenance and deferred maintenance plan. *E*

Assist in the preparation of the budget. *E*

Prepare cost estimates for labor and materials for in-house projects; prepare specifications and total cost estimates for preventive maintenance and similar contract jobs to ensure the financial viability of the district; recommend approval for progress payments from contractors and professional services; supervise and ensure project close out. *E*

Prioritize, monitor and coordinate the development of work orders; assist in material requests and delivery to meet job requirements; assist in having materials on hand or available when needed to provide timely delivery of high quality services to sites and departments. *E*

Coordinate preparation of work orders and assist in scheduling work generated from preventive maintenance system. *E*

Assist in maintaining a computerized preventive maintenance system. *E*

Prepare shop drawings and sketches with work descriptions for in-house projects and prepare contract requests for non-project minor jobs which do not require full engineering services. *E*

Develop plans and specifications for bids for selected contract work; maintain District as-built plans and facility records, including catalog data for equipment and construction materials. *E*

Review bid documents and coordinate the bidding of projects. *E*

Actively participate and provide expertise in meetings with professional services and school administrators involving planning issues for assigned projects; identify concerns and make necessary recommendations. *E*

Coordinate project development and construction; organize and plan for proper inspection of projects; manage project schedule; ensure timely completion of projects; resolve issue and conflicts in an effective and timely manner. *E*

Supervise and provide clear expectations regarding the services of contracts, design professionals, inspectors as assigned. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Bachelor's Degree with specialization in construction, industrial technology, architecture, engineering, plant management, or business administration and three years of technical experience in plant operations or the construction industry, including experience in specification preparation and estimating for multiple trade projects

LICENCES AND OTHER REQUIREMENTS

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Tools, materials and standard practices relating to general maintenance and construction.
- Current building codes and trades required to write complete and concise specifications to accompany plans for contract jobs.
- Cost estimating.
- Maintenance and operations terminology.
- Methods and procedures of operating electronic computers and peripheral equipment.
- Operation of a computer data entry techniques.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Principles and practices of supervising, training and providing work direction.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Read, interpret and prepare plans and specifications for all phases of construction and building maintenance.
- Read, understand and utilize technical information, parts lists and operating manuals to plan and assist in scheduling projects.
- Complete accurate and timely detailed work.
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work from blueprints, shop drawings and sketches.
- Utilize computer programs in the planning and construction field.
- Communicate, understand and follow both oral and written directions effectively.
- Plan and organize work to meet schedules and time lines to provide timely delivery of high quality services.
- Read, understand, interpret, apply, and ensure compliance with applicable rules, regulations, policies and procedures
- Skillfully supervise and evaluate staff performance and support performance improvements throughout the organization.
- Use student achievement data to develop student-centered goals for improving learning and teaching in

classrooms to eliminate the achievement gap.

Manage change and help groups of people make decisions that remain over time.

Focus and appropriately allocate resources toward identified goals

Communicate in formal and informal settings a message centered on teaching and learning, student achievement, and resource allocations using effective skills.

Establish and maintain cooperative, effective and collaborative working relationships with a diverse range of people.

Learn new or updated computer systems/programs or skills to apply to current work.

Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; frequent interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; seeing to read work orders and other information; hearing and speaking to exchange information; sitting, standing, or walking for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions