

**DEPARTMENT OF EDUCATION
STATE OF HAWAII**

FACILITIES PLANNER III, EO-08

DUTIES SUMMARY:

Has program responsibility for providing statewide technical services, leadership and coordination in the development, approval, and revision of the Educational Specifications, coordinating the development of Master Plans for the development of new schools, additions to schools and the replacement of existing school facilities, evaluating completed projects, including supervision of a staff of professional and clerical personnel; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Facilities Planner II in that the Facilities Planner III has program responsibility in existing and future facilities and land use including supervision of a staff of professional and clerical personnel under the general administrative and technical direction of the Facilities Director; whereas the Facilities Planner II provides technical advice and assistance in existing and future use of land under the general administrative and technical supervision of a Facilities Planner III.

This class differs from the Facilities Director in that the Facilities Planner III has program responsibility in existing facilities and future land use; including supervision of a staff of professional and clerical personnel under the general administrative and technical direction of the Facilities Director; whereas the Facilities Director directs, through intermediate supervisors, the activities of a major organizational unit of the office responsible for statewide facilities current and advance planning, development, and implementation of the Department's Capital Improvement Program and the custodial and grounds maintenance program under the general administrative and technical direction of an Assistant Superintendent.

Positions in this class are afforded independence in supervising ongoing and established programs and activities. Controls imposed are generally in the form of general directions as to activities, policies, and deadlines. In accomplishing special projects or in solving major problems, greater controls are typically imposed in the form of prescribed scope of project, results desired, and time limitations for project completion.

EXAMPLES OF DUTIES:

1. Provides administrative and technical supervision over the section.
2. Confers with school district, county, state, and federal agency personnel to facilitate the accomplishment of program requirements.
3. Prepares the operating budget and expenditure plan for the section.
4. Helps develop criteria (Educational Specifications) and guidelines for use to evaluate and develop new schools, additions and replacement of existing school facilities.

5. Assists the Director or Assistant Superintendent in presenting to the Assistant Superintendent, the Superintendent, the Board of Education, the Legislature, the general public, and other public agencies and private organizations.
6. Serves on special task forces or other committees as requested by the Director or Assistant Superintendent.
7. Conducts special studies, makes recommendations, and prepares and submits reports to the Director as required.
8. Participates in the collective bargaining process by researching, collecting, and preparing necessary data and reports.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

Education: Graduation from an accredited college or university with a bachelor's degree in architecture or civil engineering.

Experience: Seven (7) years of progressively responsible job-related professional experience in facilities planning, of which three (3) years shall have been in an education program, agency or system.

Combined Education and Experience: An equivalent combination of education and experience may be acceptable, as determined by the Department. Substitutions can be considered for the requirement of experience in an education program, agency or system.

Knowledge of: Basic architectural design; materials and methods of construction; construction management; expository and business writing; statistics; computer-based information systems; laws, rules, regulations and administrative procedures pertinent to the area or areas of assignments; trends and developments in school design and construction; principles and practices supervision.

Ability to: Plan, organize and conduct facilities planning including development and maintenance of educational specifications, coordination of master plans, and evaluations of completed construction projects; deal effectively with federal, state, county and departmental officials in accomplishing program goals and objectives; communicate effectively with others both orally and in writing; operate computer and other business machines.