

**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

FACILITIES PLANNER II, EO-07

DUTIES SUMMARY:

Has immediate responsibility for providing staff services in determining the adequacy of existing and future school facilities and sites, developing new concepts in existing and future land use, developing facility specifications and guidelines, evaluating ongoing and completed capital improvement projects; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This class differs from the Facilities Planner I in that the Facilities Planner II performs the full range of responsibilities including the most difficult and complex assignments under the general administrative/technical supervision of the Facilities Planner III; whereas the Facilities Planner I performs simple to complex assignments usually under the immediate technical supervision of a Facilities Planner III.

This class differs from the Facilities Planner III in that the Facilities Planner II provides technical advice and assistance in existing and future use of land and facilities under the general administrative and technical supervision of a Facilities Planner III; whereas 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.

Positions in this class are afforded independence in planning, organizing, and carrying out on-going programs and may supervise lower level professional, technical, and clerical personnel. Special assignments at this level are usually given with a statement of objectives, and limitations, if any, of, assignments, a suggested overall plan of work and nature of results expected are identified. Positions work with independence in determining overall work methods, criteria and techniques to be applied. Completed work is reviewed for overall technical adequacy and conformance with the objectives of the assignments.

EXAMPLES OF DUTIES:

1. Develops and revises the Department of Education's Educational Specifications by translating educational specifications into facility specifications by working with the Office of Curriculum, Instruction and Student Support (or successor organization), complex areas, district offices, Department of Accounting and General Services, Department of Business and Economic Development, and others.
2. Advises school, complex area, district, DOE State personnel and the various Department of Accounting and General Services Branches on matters regarding scope, design, review and implementation of the school and library construction program to insure compliance with the Facility Specifications, and policies and other directions issued by the Governor, Board of Education, and the Superintendent of Education.
3. Receives, as well as recommends proposals for facility specification changes throughout the year and makes recommendations to the Director regarding acceptance or rejection of proposals after conducting sound analysis.
4. Assists the Office of Curriculum, Instruction and Student Support, complex areas, districts, and schools in the evaluation of new and old facilities to check on the relevance of the present facility specifications to program needs and provides recommendations to update facilities to present standards.

5. Explores and reviews new and innovative concepts in the designing of school facilities to meet educational program needs by studying school planning programs of other school districts, current literature of school planning, and through contact or conferences with consultants, school, complex area, district and state DOE personnel and other State and County agencies.
6. Develops and recommends for Board approval, policies, rules and regulations and proposed legislation regarding school and library facilities.
7. Consults with sales representatives of building materials and supplies, and furniture and equipment to keep abreast of the latest developments in these areas.
8. Interprets architectural specification standards for departmental consideration and guidance.
9. Serves on special task force or other committees as requested by the Director or Assistant Superintendent.
10. Participates in the collective bargaining process by researching, collecting and preparing data and reports.
11. Performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS (MQRs):

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

Experience: Three (3) years of responsible professional work experience in facilities planning of which one (1) year shall have been in an education program, agency or system; **OR**

Any equivalent combination of education and experience which provides the following knowledges, abilities and skills:

1. **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 assignment.
2. **Ability to:** Provide a variety of staff services in facilities planning including review for adequacy, developing concepts and guidelines, and monitoring construction; maintain awareness of national developments in school design and construction; communicate effectively with others both orally and in writing; operate computer, 10-key adding machine and other business machines.

RECOMMENDED EQUIVALENCIES FOR EDUCATION:

1. Bachelor's degree from an accredited college or university **PLUS** two (2) years of professional work experience which involved responsibility in facilities planning, or capital improvement program planning, or cumulative equivalent experience; **OR**
2. Completion of the Department's traineeship for the Facilities Planner class series.

RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:

The following meet two (2) of the three (3) required years of experience:

1. Two (2) years of professional work experience which involved responsibility for facilities planning or capital improvement program planning, or cumulative equivalent experience; **OR**
2. A master's degree in architecture or civil engineering from an accredited college or university; **OR**
3. Appointment in any of the 12-month educational officer Specialist I classes; **OR**
4. Five (5) years of experience as a school principal or vice-principal.