



Job Title	Manager, Facilities Planning	Job Code	FS0119
Pay Plan	A&P	Pay Grade	21
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	0
		Subfamily	Construction Project Management

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Construction Project Management Professionals plan, organize, and coordinate construction projects. Design engineering plans and evaluate design proposals. Coordinates with architects, engineers, and construction team/firms to ensure adherence to schedules, project plans, and university objectives.

Job Summary

Prepares and/or oversees the preparation of academic program statements and space programs for university facilities, working with university administration, colleges, departments, architects/engineers, project managers and others, to assure that space needs are satisfied and that programming documents align with university standards, goals, and project budgets.

Representative Duties

1.
 - Participates with project planning and design to ensure compliance with the approved project program and the efficient use of space
 - Consults with university stakeholders on the development of future renovation and new construction projects
 - Evaluates existing space assets and makes recommendations for effective re-purposing or renovation projects
 - Considers cross disciplinary opportunities to reduce unnecessary redundancy in space use and creation
 - Updates the campus master plan, space planning, and all associated reporting requirements including required submissions to the Board of Trustees
 - Participates in the composition, editing, and review of space guidelines and standards; including, but not limited to office standards, and classroom standards
 - Maintains building archives
 - Works with internal and external resources to convert plans into electronic file
 - Ensures that building archives and electronic files are kept up-to-date
 - Prepares information for presentations, reports, and other appropriate communication to university stakeholders

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.