



City of Phoenix

FACILITIES PROJECTS PLANNER

JOB CODE 80130

Effective Date: Rev. 11/05

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to manage and coordinate construction projects and tenant improvements of moderate complexity at city facilities. Incumbents prepare construction plans, develop specifications, prepare budget estimates, approve payments, and conduct or coordinate inspections. Incumbents typically work under the general supervision of a Building Facilities Superintendent, Facility Coordinator, Project Manager, or Property Manager, and work is evaluated on the basis of results achieved.

ESSENTIAL FUNCTIONS:

- Initiates, monitors, inspects, and reports on contracts for buildings, building equipment, and construction work;
- Makes on-site assessment of proposed projects;
- Assesses work for resources required and appropriate involvement of city departments and private contractors;
- Researches types and costs of construction materials;
- Performs inspections of mechanical items, buildings, and HVAC systems;
- Develops design criteria and prepares architectural, HVAC, electrical, and plumbing/mechanical plans and material specifications;
- Reviews plans and blueprints;
- Conducts pre-bid site visits with contractors and assists in the contractor evaluation and selection process;
- Coordinates daily with departments and contractors;
- Authorizes payment to contractors upon successful completion of work;
- Prepares proposals and cost estimates for five-year capital improvement plans for various city departments;
- Maintains project files, databases, spreadsheets, and related documentation;
- Schedules, monitors, and approves payments for the installation, repair, and testing of backflow assemblies;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:



City of Phoenix

Knowledge of:

- The methods, practices, tools, and materials used in building, electrical, and HVAC maintenance and repair work;
- Estimating practices and current labor and materials costs.
- Building codes and ordinances and Americans with Disabilities Act (ADA) requirements.
- Contracting.

Ability to:

- Schedule and coordinate the work of others.
- Use various types of computer software to create and maintain databases, spreadsheets, construction plans, and related documents.
- Perform architectural and construction design and prepare drawings and specifications with a degree of proficiency that will enable the seal of a registered engineer to be obtained.
- Plan and organize work.
- Read and interpret plans and specifications.
- Communicate orally in the English language with customers and clients and the public using a telephone or in a one-to-one or group setting.
- Prepare cost estimates.
- Determine materials required for job.
- Draft plans and sketches.
- Work cooperatively with others.
- Produce written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Review and check the work products of others to ensure conformance to standards.

Additional Requirements:

- Positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions require possession of a cross connection control specialist certification and backflow assembly tester certification by the end of the probationary period.
- Some positions will require the performance of other essential or marginal functions.



City of Phoenix

ACCEPTABLE EXPERIENCE AND TRAINING:

A bachelor's degree in construction management or a related field, or four years of paraprofessional level architectural or engineering experience or construction project management experience. Other combinations of experience and education which meet the minimum requirements may be substituted.