

Educational Facilities Planner - Jersey City Public Schools

This position will work under the direct supervision of the Business Administrator and/or the Superintendent. The purpose of this position is to perform all aspects of work required to advance the planning, design and construction of school facilities projects within the Jersey City School District.

PERFORMANCE RESPONSIBILITIES:

- Perform all activities, with the help of consultants as needed, for updating of the District Long Range Facilities Plan.
- Review, analysis, planning and implementation of the District's proposed school facilities projects outlined in the latest approved Long Range Facilities Plan including determination of current educational program needs; emergent project needs and knowledge of existing facilities affected.
- Coordination and management of planning issues necessitated by the Long Range Plan and by any projects included therein such as rezoning of schools, obtaining funds for capital improvements, site identification/evaluation of sites for new facilities, Planning/Zoning Board compliance, Historic Preservation approval, etc.
- Procure and manage the services of outside architectural, engineering and other professionals as well as contractors to perform planning/design/construction services needed to accomplish the District's planning needs and capital program.
- Provide Project Management services, on behalf of the District, to manage all consultants to ensure the successful completion of planning and capital projects -on time and on budget. Perform field inspection, participate in project meetings and perform other activities to ensure high quality management of all school facilities projects from beginning to end.
- Coordination with the NJ Department of Education, Facilities Division including preparation of applications, checklists and other information required for NJDOE approval of land acquisition and school facilities projects.
- Coordination with other outside agencies with respect to special requirements and submittals for project funding, including NJSDA Section 13A grants, BPU, PSEG, Hudson County, City of Jersey City, etc.
- Coordination between District staff/ school level staff , outside agencies, District consultants/contractors during the planning, design and construction of renovations, additions and new school facilities within the Jersey City Public School District in order to optimize satisfaction by the District.
- Maintain and update District Design and Product Standards in coordination with Maintenance Dept.
- Review of architectural/ engineering plans, educational specifications and bid documents prepared by NJSDA or District consultants for compliance with the District's needs and State requirements.
- Generate correspondence, field reports, status reports, presentations and other documentation as needed to keep the BA/Superintendent well informed, at all times, of the progress of all District's Planning and Construction initiatives.

MINIMUM QUALIFICATIONS:

The preferred candidate for this position will have a professional Bachelor's Degree in architecture or engineer, urban planning, building construction or related field from an accredited university. Minimum of 5 years of working experience in a field related to the design and construction of buildings inclusive of the preparation of architectural drawings/ specifications; proficiency in the review of architectural documents; the design of PK – 12 public school facilities in New Jersey; a general understanding of the planning/design/construction process; knowledge of NJ Building sub-codes and statutes affecting design of public school facilities; proficiency with Word, Excel, PowerPoint and familiarity with AutoCAD or similar drafting programs.
(This position requires a valid NJ driver's license)

KNOWLEDGE AND ABILITIES:

- Experience with public school design in the State of New Jersey
- Knowledge of New Jersey State codes and requirements for public school design.
- Experience in creating architectural and/or engineering program documents, drawings and specifications.
- General knowledge of public school contract laws and familiarity with State agencies such as New Jersey Schools Development Authority, New Jersey Department of Education, and New Jersey Department of Community Affairs, etc.
- Ability to review and comment on the design documents produced by professional design consultants including the tracking of design or construction issues until final resolution.
- This position requires experience with project management and strong project management skills –coordination and planning of projects; procurement and management of outside architectural and engineering consultants; administration of small to moderate construction projects;
- Ability to administer applications and checklists to the NJ Schools Development Authority, NJ Department of Education and other agencies for various projects under various forms of funding;
- This position requires strong communication skills and, especially, a strong command of English reading/writing skills along with the ability to generate clear, well written correspondence and reports related to various projects.
- Working knowledge of Word, Excel along with basic skills in the use of AutoCad or similar drafting programs.

TERMS OF EMPLOYMENT: As per current contract agreement

EVALUATION: Performance of this job will be evaluated annually in accordance with law and provisions of the Board's policy of evaluation of Professional Personnel.

Deadline to apply: January 6, 2018. To apply, visit our website: www.jcboe.org. Click on "Job Opportunities" and then click on "Start An Application".

New Jersey First Act Information Employer, EOE