



# PLANNING AND DESIGN TECHNICIAN

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TECHNICIAN PLANNING AND DESIGN TECHNICIAN

## SUMMARY/SCOPE/GOAL

Create, organize, and maintain detailed plans in coordination with professional engineering/construction personnel. Prepare maps and analyze data pertinent to residential development and student population trends.

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## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- High School Diploma or equivalent required.
- Minimum of four (4) years of progressively responsible experience in drafting, cartography, and technical data input analysis.
- General knowledge of mapping and/or drafting software applicable to construction and/or planning functions.

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#### PREFERRED/DESIRED:

- Associate of Art's Degree preferred.
- Familiarity with Geographic Information Systems (GIS) software.

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### CERTIFICATIONS/LICENSES/TRAINING:

#### REQUIRED:

- Valid Florida Driver's license.

#### PREFERRED/DESIRED:

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Utilize the latest AutoCAD and Geographic Information System software to produce plans and maps of school facilities.
2. Organize and maintain all construction drawings for all buildings and schools in the District.
3. Provide copies and CAD files of facility drawings for staff, engineers, architects, and CAD technicians as requested.
4. Maintain Florida Inventory of School Houses (FISH) plans, update FLDOE FISH database, and download monthly FISH reports.
5. Measure and create "on site" freehand sketches of existing building spaces.
6. Prepare preliminary sketches of repairs and/or renovations to a facility.
7. Prepare permit plans for reconstruction or modifications to existing structures or systems.
8. Make site visits to verify configuration of site improvements.
9. Assist in maintaining an inventory of relocatable classroom buildings by facility location.
10. Provide customer service, assisting staff and consultants with finding information, legal descriptions and data concerning facilities.

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Prepare cost estimates and detailed specifications for contract negotiations. ¶

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11. Participate in the development and implementation of procedures to establish and maintain data and information files for each project.
12. Correlate and draft information from surveys, maps, and aerial photography; showing locations and orientation of property boundaries, structures, roads, railroads, and water areas.
13. Utilize a large format scanner to digitize construction plans for filing.
14. Analyzes information concerning future development, assisting in the processing of school concurrency applications.
15. Provide technical expertise to the other workers inside and outside the work area.
16. May check drawings, maps, and other written documents by other staff for quality control.
17. Performs surveys of facilities, obtains quotes, and places ADA room and building signage orders.
18. Maintain FISH room numbering throughout all facilities in conjunction with performing site surveys for ADA room and building signage.
19. Prepare maps and analyze data pertinent to residential development and student population.

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Deleted: <#>Utilize a computer to digitize informational operate a plotter to product drawings, maps, and other related items; perform quality control checks throughout the digitizing process. ¶

Deleted: <#>Check deeds and locate property on maps by section, township and range, records ownership of property or dedications. ¶

Deleted: <#>Maintain all computer equipment.¶

### OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

### KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

#### JOB RELATED:

Thorough knowledge of the principles, practices, techniques, and instruments of engineering drafting, cartography, and/or analyzing and research data; skill in the use of applicable mapping, analysis and drafting software and computer equipment; knowledge of construction specifications and plans; basic knowledge of applicable regulations of construction; knowledge of the basic principles of civil engineering as related to topographic surveying and drafting; ability to effectively analyze complex construction data and prepare plans and maps; knowledge of math/trigonometry and its applications to engineering computations; ability to perform technical computations; ability to effectively prepare drawings utilizing CAD drafting systems; familiar with Geographic Information Systems (GIS); able to be trained in the use of CAD and GIS systems.

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#### GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

#### EQUIPMENT:

Use office machines such as large volume copiers, printers, scanners, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:  
(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites often. Travel out of county rarely.

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**FOR HR USE ONLY:**

<b>DIVISION:</b>	Facilities Services	<b>DEPARTMENT:</b>	Facilities Services
<b>TITLE CODE:</b>	L4312	<b>CONTENT BY:</b>	Assistant Superintendent – Facilities Services
<b>GRADE:</b>	II	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	1010 PTH	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	10/8/2002	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	2/13/1998	Developed	
1.1	8/29/2002	Revised; Old Title: Design Draftsman	
1.2	3/1/2021	New Format	Ellie Kelly – Human Resources
1.3	2/15/2022	Remove special diploma, update physical requirements to ADA format, add schedule.	Ellie Kelly – Human Resources
2.0	10/5/23	<a href="#">Update title, scope, qualifications and job functions to meet current role responsibilities.</a>	<a href="#">Sue Hann - Assistant Superintendent – Facilities Service/Deput Superintendent</a>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.