# Capital Projects Planner

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 9/22**

**Job Summary:** Work with the Facilities Manager & Supervisors in developing of Capital Project planning and inspections for major and minor improvements to County facilities. This includes but not limited to HVAC, roofing, carpentry, electrical, masonry, plumbing, painting and flooring projects as well as implementation, estimating, scheduling and tracking of these projects. ADA requirements will be a priority in all applicable instances. Will also track and keep facility data information up to date for yearly as well as long term upgrades, remodeling projects and life expectancy replacement cycles.

**Essential Functions:**

1. Work with manager & supervisors to develop capital improvements;
2. Assist and plan with the development of a projected 10-year plan for Capital Projects;
3. Perform Facility Database updates listing facility information in detail;
4. Track upgrades and replacement projects along with overall facility conditions;
5. Analyze facility conditions and recommendations for replacement or upgrades;
6. Track capital project expenditures, start and completion dates;
7. Assist and search for innovative ways to upgrade facilities using CIP funding;
8. Assist HR ADA Coordinator with project planning and adherence to current ADA standards;
9. Estimate projects using RSMeans and other industry standards as needed
10. Work with contractors to set up programmed CIP Projects and oversee these projects;
11. Measure roofs, flooring, square footages etc. as needed for accurate estimating costs;
12. Assist with DSX Swipe Card Access System programming IDs, fobs and data set up;
13. Search and apply for grants to fund upgrades and replacements for Capital Projects;
14. Assist with snow removal and emergency repairs;
15. Perform all other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Strong background in the maintenance trades – HVAC, Electrical, Roofing, Plumbing, Carpentry; Masonry and Facility ADA standards;
3. Fluent working knowledge working with Word, Excel, Power Point, multiple databases, RSMeans and/or other estimating tools;
4. Previous experience working with contractors for estimating, overseeing contractors work during installations, repairs, replacements and upgrades to facilities and equipment;
5. Ability to effectively communicate with staff, contractors and members of the public;
6. Ability to prioritize tasks in order of importance and urgency;
7. Ability to possess a valid Maryland driver’s license and operate a motor vehicle;
8. Ability to work in inclement weather, climb ladders and work around moving equipment.

**Education and Experience:**

1. Technical training in the trades and High school diploma;
2. Five years or more working in multiple maintenance trades;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work demands occasional strenuous effort. For example, handling moderately heavy tools, equipment, or materials of 30 to 100 pounds.

Work may involve risks or discomforts which require special safety precautions, e.g., working around moving parts, carts, or machines. Employees may be required to use protective gear such as boots and gloves; may require working in moderate outdoor weather.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Note: Selected candidate must successfully complete a pre-employment physical examination to determine* *their ability to perform job-related activities.*

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date