



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Facilities Master Planner**  
Job Family: **Professional**  
Prepared/Revised Date: **September 15, 2025**

FLSA Status: **Exempt**  
Pay Range: **A/P Schedule, Grade L**  
Job Code: **32503**

**SUMMARY:** Responsible for developing and maintaining a five and ten-year rolling district Facility Master Plan Lead capacity, boundary, facility utilization, and enrollment pattern studies to inform the development of the master plan. Develop design standards, manage deferred maintenance and capital projects, assess critical building systems and assets, and integrate management of these into the district Facility Master Plan. Perform highly technical architectural and code compliance work in the Facilities and Operations Department. Act as liaison to stakeholders by responding to inquiries regarding enrollment forecasts, population statistics, attendance boundaries, active house developments, future school sites, and district's short and long-range facility plans.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Perform code review and compliance determinations including projects, fire codes, grant materials, lighting, and land use issues.
2. Establish standards for all district buildings and property.
3. Assess assets and critical building systems, to prioritize, develop and maintain a broad district Facilities Master Plan.
4. Utilize historical enrollment data to identify trends and apply statistical models to develop enrollment projections. Research and analyze choice/open enrollment information annually and its effect on school attendance areas and provide recommendations on use of existing facilities. Collaborate with Information Technology to produce one-year and five-year enrollment projections.
5. Plan, prepare, and review PSD technical specifications, changes, and improvements for overall compliance and ensure the work is consistent with the district's plan for heating, ventilation, plumbing, and electrical equipment.
6. Collaborate with the construction team and outside vendors on all capital projects reviewing architectural design and drawings, to ensure all work meets district standards and is conformant with the Facility Master Plan.
7. Provide support to the district's short- and long-range planning efforts and associated sub-committees. Provide guidance and expertise in planning related issues to district leadership, staff, and community members. Provide support at public meetings regarding growth, regional demographics, school boundaries, school closures and consolidations, and implementation of the Facility Master Plan.



8. Collaborate during planning efforts with district personnel, municipalities, community members, and regional planners.
9. Analyze, compile, and prepare responses to residential development referrals from local municipalities as to the impact of new growth on existing district infrastructure and the need for new schools.
10. Analyze space needed to accommodate projected growth or decline and new programs for existing and future school and administration sites. Develop recommendations for the implementation of modular classrooms, additions, and/or the construction of new facilities.
11. Maintain and assist in the development of intergovernmental agreements (IGAs), including the district's Payment in Lieu of Land (PILO) agreements. Review IGAs to ensure compliance and provide information to municipalities, staff, and the community on IGAs.
12. Oversee and supervise the district CAD/GIS specialist position.
13. Perform other duties as assigned.

#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in Architecture, Architectural Engineering, Planning or Construction Manager or building related field
- Required Experience: At least five years' experience in construction or building related field; experience working in a public facilities capacity; experience in facilities planning and design for local government
- Preferred Experience: Three to five years' experience in an education setting; experience working in a local government and a thorough understanding of school board operations
- Equivalent combination of education and experience acceptable

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid US driver's license
- American Institute of Certified Planners (AICP) and/or Geographic Information Systems Professional (GISP) certifications or other professional certifications as appropriate preferred
- Association with American Planning Association (APA) or Colorado Educational Planners Association (CEPA) preferred
- Project Management Professional (PMP) certification preferred
- Licensed in Colorado as an architect preferred

#### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of exterior and interior building systems
- Considerable knowledge of building plans, specifications, and materials
- Understanding of all building code and life safety compliance requirements in buildings
- Ability to develop and maintain a strategy for engagement with all stakeholders in educational facility use, development, and renovation
- Considerable ability to develop a facilities master plan identifying the deferred maintenance and capital improvement needed in the district
- Considerable experience working with elected officials in local government



- Considerable ability to work with K-12 educators on space usage, availability, and capacity to coordinate on education needs
- Ability to communicate clearly and effectively, strong written and verbal skills
- Project management software knowledge
- Excellent analytical skills and big picture comprehension
- Working knowledge of land use regulations and practices
- Experience with city planning practices
- Experience with property management
- Advanced understanding of spatial analysis
- Advanced skills with personal computers, including ability to use spreadsheets, databases, and word processing software for data analysis and to work with large databases
- Personal computer and software skills and ability to learn new software
- Self-motivated to prioritize, develop directives and deadlines, and manage processes
- Excellent analytical and technical writing
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

#### **MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Advanced operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Outlook and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

#### **REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Chief Financial Officer	
<b>Direct reports:</b>	CAD/GIS Specialist	1

- Responsible for assisting with interviewing, hiring and training employees; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems



**STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS:** Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact [ada@psdschools.org](mailto:ada@psdschools.org).

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms	X			
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	