

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FACILITIES TECHNICIAN I - DEVELOPMENT & PLANNING

BASIC FUNCTION:

Under the direction of the Manager II - Facilities Development and Manager II - Facilities Planning, or designee, provide technical assistance in the administration of the District's Facilities and Planning program; perform diverse tasks in collecting school impact / developer fees, assisting with Mello-Roos taxation needs, and tracking and maintaining planning related information.

DISTINGUISHING CHARACTERISTICS:

The Facilities Technician I is the entry-level classification in the series. Incumbents are assigned to collect, process and maintain information for the Department. The Facilities Technician II provides responsible and advanced technical support to the Department including assisting in the preparation and analysis of Facility Master Plans, updates and developer fee justification studies. The Facilities Technician III class is the senior level class in the series. Incumbents conduct the most complex and comprehensive studies, including enrollment projections, boundary studies, school facilities project management for new construction and modernization projects and administer state and local funding requirements.

ESSENTIAL FUNCTIONS:

Collect and update data concerning such areas as school attendance, school boundaries, site capacities, and student enrollment.

Review and track information on development project applications from local planning jurisdictions. Review tentative subdivision maps, school site reservations, easements, land use designations, and zoning amendments to assess potential impacts on District facilities and enrollment projections.

Prepare maps, information documents public notices, assist with board communications/assist with board agenda items and other correspondence.

Communicate with County and City Planning Departments, County Assessor's Office, developers, and other State and local agencies to gather and verify planning and development information.

Prepare data and other support materials for the Mello-Roos Community Facilities District and school facilities funding programs.

Assist periodic technical reports, summaries, and presentation materials for District personnel on school planning.

Monitor residential subdivision activities within the District boundaries.

Prepare and maintain planning level cost analysis and supporting documentation, construction, developer fees, and other funding plans.

Assist in preparing bond rating documents and related analytical materials.

Maintain inventory of "1A" diagrams, CAD files, square footage of facilities and related planning databases.

Maintain and update Basis of Design documents (as it relates to planning and construction).

Coordinate and attend meetings with planning, design, and construction teams, consultants, contractors, and local and state agencies regarding facilities planning needs.

Operate a computer and assigned software; utilize a geographic information system, spreadsheet, database, and other applications.

Drive to sites; conduct site visits.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable federal, state, local planning laws, rules and regulations, related to school facilities planning and funding.

Applicable NEPA and CEQA statutes, laws, rules and procedures.

Statistical and research methods as to the collection, analysis and presentation of data on school student generation and enrollments.

Interpretation of maps, enrollment projections and other environmental reports.

Operation of a computer and assigned software.

Facilities funding mechanisms including developer fees and Community Facilities Districts.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Interpret city and county planning and zoning information and its impact on the District.

Prepare accurate maps, plans, charts, graphs and tables.

Understand and interpret legal property descriptions, topographic drawings, maps, and field notes.

Read and interpret enrollment projections and environmental reports.

Perform complex professional planning work with a minimum of supervision.

Utilize geographic information system.

Operate a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain consistent, punctual and regular attendance.

Effectively communicate to exchange information and make oral presentations.

Walk over rough and uneven surfaces at sites.

Effectively read and analyze a variety of materials and conduct site reviews.

Effectively operate a computer keyboard.

Walk, sit or stand for extended periods of time.

Bend at the waist, kneel or crouch.

Reach overhead, above the shoulders or horizontally.

Climb ladders.

EDUCATION AND EXPERIENCE REQUIRED:

High school diploma or equivalent and one year experience at a technical level in development/planning or a closely related field

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
Personal transportation for job-related travel.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
May be required to drive as needed.

BOARD APPROVED: August 4, 2026