

Market Range Detail - Department Facilities Planner

Effective Date

February 20, 2012

Market Range Title Description

Positions in this market range title are responsible for overseeing all functions related to space planning and coordination, building operations, maintenance and security of facilities housing employees of a particular department. Responsibilities include conducting space needs/utilization assessments in proposed or existing department buildings taking into consideration existing structural, architectural, mechanical features and placement of personnel. Primary duties include preparing space layouts for department buildings/spaces undergoing modifications in accordance with the needs of the department, participating in the development of plans for proposed buildings/spaces including designing interior space layouts, analyzing plans in determining compliance with state and city codes and safety requirements, completing space plans by coordinating office space relocation and construction, and conducting needs assessments to provide recommendations for resolving issues involving the condition of facilities used by the department. Incumbents may also (in conjunction with the Facilities Management Department) develop, implement and oversee a departmental facilities management plan that includes timely response to maintenance problems, consistent monitoring of services contracted by Maricopa County (may include janitorial, pest control and landscaping), and assure ongoing safety compliance with state and city codes. Responsibilities may also include providing training, guidance and directing the daily work of other staff.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$21.45	\$26.61	\$31.76

Likely Minimum Qualifications

- Bachelor's Degree in Facilities Management, Planning, Project Management or a related field.
- 1 year of facilities management, construction oversight or related experience.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications.

Working Titles

- Facilities & Project Specialist
- Facilities Planner

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.