San Diego Community College District

CLASSIFICATION DESCRIPTION

Job Code: E1447
Original Date: 07/2014
Last Revision: 11/2026

Title: Senior Planner Scheduler - Construction Services
Staff Type: Classified
FLSA status: Non-exempt

Unit: Maintenance & Operations
Salary Range: 35

DEFINITION

Under the direction of the District Facilities Supervisor, Planning and Operations, plan, develop, and coordinate maintenance, repair, contracted services, and site improvement work across the District. Develop and maintain comprehensive schedules, cost estimates, and work plans to support efficient operations and timely project delivery. Lead the planning and coordination of construction projects, site improvements, and remodeling work, ensuring alignment with District standards and operation priorities.

EXAMPLE OF DUTIES

1. Plan direct, initiate and lead planning, estimating and scheduling functions and activities for site improvements, light construction and remodeling projects. Schedule, meet with and oversee vendors and contractors for compliance with plans and specifications on small and routine projects. Assist District sites to determine specific needs for smaller projects; develop specifications.

2. Plan, develop, and maintain comprehensive schedules for maintenance, repair, and site improvement projects, ensuring use of District resources and alignment with operational priorities.

3. Provide technical guidance and functional direction to Planner Schedulers and other staff involved in planning and scheduling activities; support the development and implementation of best practices, standardized processes, and consistent workflows across the District.

4. Monitor project and work order progress to ensure adherence to schedules, plans, and specifications; identify delays or conflicts and recommend corrective actions. Coordinate with vendors and contractors to support project execution; schedule site visits, track deliverables, and ensure alignment with District standards and project requirements.

5. Maintain and update project schedules, work order systems, and related planning tools; track key milestones, resource allocation, and completion status. Assist in the preparation of Requests for Proposal (RFPs), scopes of work, and project documentation for maintenance and site improvement projects.

6. Coordinate, plan, and schedule maintenance work for District trade persons and maintenance staff. Develop work plans for each job as appropriate to complexity of job and the technical ability of the maintenance staff and craft persons.

7. Plan, direct, initiate and lead planning, estimating and scheduling functions and activities for site improvements, light construction and remodeling projects. Schedule, meet with and oversee vendors and contractors for compliance with plans and specifications on small and routine projects. Assist District sites to determine specific needs for smaller projects; develop specifications.

8. Compile and analyze data related to work order completion, project timelines, and resource utilization; prepare reports to support operational planning, performance tracking, and decision making.

9. Support the planning and coordination of site improvements, light construction, and remodeling projects by assisting with scope development, estimating, scheduling, and logistics.

10. Assist in training staff on planning, scheduling, and work order systems; including the use of tools, reporting methods, and workflow processes.

11. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Applicable laws, codes, regulations, policies and procedures.
Computer software involving word processing, spreadsheets and databases.
Basic mathematics and accounting.
Current and emerging energy technologies and strategies.
Methods and procedures for planning, scheduling, and estimating maintenance and repair projects.
District organization, operations, policies and objectives.
Interpersonal skills using tact, patience and courtesy.
Inventory, inspection, and quality control.
Local, state and federal energy codes and funding resources.
Methods, materials, tools and equipment used in construction and repair.
Oral and written communication skills.
Record-keeping and reporting techniques.
Safety and building regulations, hazards, and precautions.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Gather and analyze data accurately, drawing logical conclusions and making appropriate recommendations.
Maintain statistical and financial records and prepare reports.
Operate motor vehicle and power equipment safely.
Perform root cause analysis in troubleshooting and identifying solutions.
Plan and organize work.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Work effectively with vendors, contractors, utility providers and government agencies.

License:

Valid California driver's license.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and Journeyman level experience in designated trade, light construction work, or previous experience as a planner scheduler and/or estimator. Experience in identifying, developing and implementing energy management policies, technologies and strategies.

WORKING CONDITIONS

Physical Requirements:

Category II; requirements include walking, climbing, stooping, squatting, sitting, lifting and carrying 25 pound objects.

Environment:

Office and field environment; subject to driving to a variety of maintenance work sites.