



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code: 2109

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**INSTALLATION AND FACILITIES MASTER PLANNER  
NORTH DAKOTA NATIONAL GUARD  
GRADE M**

**SCOPE OF WORK:**

Work involves providing technical and professional master planning services to the North Dakota Adjutant General and staff. The master planner coordinates with the Construction and Facility Management Officer, other directorates and commands, local, state, and federal agencies to develop and maintain a comprehensive statewide facility and installation master plan. This master plan enables the North Dakota National Guard to identify existing and future facility requirements to accommodate training and force structure.

**DUTIES PERFORMED:**

- Determine real property requirements for the North Dakota National Guard by translating master planning goals into a prioritized list of Operations and Maintenance and Military Construction projects.
- Assist the leaders of the North Dakota National Guard to manage and acquire or reduce real property to support the Guard's mission in accordance with the Adjutant General's vision and future direction for the organization.
- Develop time, budget, manpower, and resource estimates required for planning and project design while identifying applicable constraints.
- Supervise and coordinate the activities of various federal, state, local, and private organizations during design, development, and implementation of the Statewide Facility and Installation Master Plan to produce results that best meet the interests of the Guard and Guard Bureau.
- Oversee the collection, consolidation, input, implementation, and maintenance of data into various data bases required for the Real Property Development Plan (RPDP), the Real Property Planning and Analysis System (RPLANS), and the National Guard Bureau Master Plan.
- Analyze and review existing automated programs and systems for accuracy prior to integration into the Range and Training Land Program (RTLTP) or into the RPDP.
- Oversee Director of Facilities Engineering and contract employees performing the production of computer automated design drawings (i.e. building plans, maps, site plans, GIS data collection for existing and future projects to be input to the RPDP.
- Coordinate the development of GIS planning and/or design efforts to include public participation, inventory needs, manpower and equipment needs, data collection methods and procedures; ensure resulting plans are in conformance with approved technical and procedural quality standards.

- Analyze the need for outside consultants and make recommendations for hiring.
- Assign tasks, monitor schedules and workload, and manage deadlines for project groups composed of representatives from other agencies, independent contractors, and in-house staff.
- Coordinate with the environmental staff to ensure compliance with National Environmental Protection Act requirements; identify activities and actions that may impact state and federal environmental laws.
- Perform building code, construction, and cost analysis of existing real property assets to ensure capability of supporting assigned missions and future expansion requirements; provide relevant information and make recommendations to agency leaders.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in planning, architecture, or a closely related engineering degree, and three years of work experience with master planning activities, or GIS data systems or designing, estimating, planning, inspecting, and managing construction project schedules.

Eff. Date: 10/02

Rev: 08/06 – Updated duties, factoring, and grade level

Rev: 07/12 – Conversion to Hay System