

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005530	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Planning & Design Specialist		POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 13 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change			
JOB DESCRIPTION & WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Prepares original design work for state projects, reviews work performed by engineers & suggests corrections & improvements; determines interior space & facility needs including tenant improvements for state agencies, boards, commissions & elected officials; meets with housing coordinators & contacts, building owners, contractors, furniture & equipment vendors, building management & trades personnel to obtain information, monitor project activities & communicate change orders; prepares & develops space layouts, drawings & performance plans (e.g., design proposals, demolition plans, construction plans, electrical plans, furniture plans & reflected ceiling plans) using computer-aided design & drafting (CADD) software & systems; reviews & ensures accuracy of blueprints, drawings, layouts & performance plans prepared by engineering, architectural or design personnel or Office of Real Estate & Planning; coordinates & reviews bids, proposals, engineering work & specifications, estimates & plans for tenant & building improvements with other department offices & state entity clientele; inspects projects & monitors progress; ensures compliance with approved drawings, plans, applicable codes, regulations & standards.	Knowledge of (1) engineering design; (2) interior space design; (3) facilities planning & design or architecture; (4) public relations*; (5) public budgeting & spending; (6) applicable building codes & building safety regulations*; (7) office space feasibility assessment. Skill in (8) operation of PC with applicable hardware & software (e.g., Microsoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD, OAKS*). Ability to (9) understand engineering designs; (10) define problems, collect data, establish facts & draw valid conclusions; (11) prepare, read & interpret specifications, drawings & blueprints; (12) use statistical analysis; (13) handle sensitive contacts with government officials, contractors & public; (14) cooperate with co-workers on group projects; (15) manage multi-phased interior design projects		
List Position Numbers & Job Titles of Positions Directly Supervised:		*developed after employment.		
		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/11/16	

Appd 3-11-16 (cc)

JOB CODE
85822

JOB CODE TITLE
Design Specialist 2

JOB CODE
85822

