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POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106255

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Real Estate & Planning	Franklin

POSITION NUMBER 20005625

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Planning & Design Specialist	20005699 Real Estate Administrator 2

☐ Permanent ☐ Temporary ☒ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): Report in location subject to change
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB CODE TITLE Facilities Planner

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Develops & implements space planning & design strategies & methodologies for state entities in commercially leased & state-owned facilities: prepares building proposals, plans, & performance drawings, (e.g., demolition, construction, furniture, electric & reflected ceiling using computer aided design & drafting (CADD) software & systems; prepares program of requirements for state entities in commercially leased & owned facilities; consults with state agency personnel, contractors, property owners, vendors & building or property management representatives on space planning & design policies & procedures; advises state entities on practices & procedures for relocation & assists coordination of all aspects of relocation, when necessary.	Knowledge of (1) industrial engineering or industrial design with emphasis on interior space design, facilities planning & design or architecture; (2) public relations; (3) applicable building codes & building safety regulations*; (4) office space feasibility assessment. Skill in (5) operation of PC with applicable hardware & software (e.g., MicroSoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD). Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) prepare, read & interpret specifications, drawings & blueprints; (8) use statistical analysis; (9) handle sensitive contacts with government officials, contractors & public; (10) cooperate with co-workers on group projects; (11) manage multi-phased interior design projects; (12) coordinate relocation/moving of staff.
40	Determines interior space design & special facility needs including building improvements: meets with state agency personnel, real estate staff, facility management staff, property owners, contractors, vendors, building & property management; assists in space planning & design activities for state capital projects; coordinates code compliance review for state projects through State Architect's office & Department of Commerce on behalf of state entities in owned buildings; coordinates & reviews furniture estimates, construction bids, & space design for state entities in commercially leased & state-owned facilities; reviews space layouts, plans & design to ensure compliance with approved drawings, applicable codes, regulations & standards; coordinates & provides plans of color & finishes selections & product selections of interior design of space, leased & owned buildings, as needed.	Knowledge of 1, 2, 3*, 4 Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 12 *developed after employment

JOB CODE 63281

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	4/29/09

apd 4-29-09 cl

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106255

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Real Estate & Planning	Franklin

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Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Planning & Design Specialist	20005699 Real Estate Administrator 2

☐ Permanent ☐ Temporary ☒ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift): Report in location subject to change
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Prepares various space planning & design reports: maintains project records & files; submits status reports; prepares correspondence; serves as liaison between state entities & property owners &/or building management & vendors related to space planning & design of affected projects; participates in construction meetings, as necessary; assists Office of Real Estate & Planning in allocation of space in owned facilities through space planning & design initiatives; performs other related duties as assigned & required.	Knowledge of 1, 2, 3*, 4 (13) technical writing. Skill in 5 Ability to 6, 7, 8, 9, 10, 11, (14) prepare meaningful, concise & accurate reports.

*developed after employment.

JOB CODE TITLE Facilities Planner

JOB CODE 63281

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ce	4/29/09

ad 4-29-09 ad