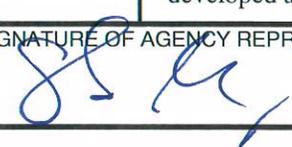


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005648	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Planning & Design Project Manager		POSITION NO. AND 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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 3
	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 AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
30	Supervises & directs a team of employees engaged in state-wide planning, design, acquisition & improvements for agencies, boards, commissions, elected officials, colleges & universities: monitors functions related to planning & design activity; coordinates personnel assignments, maintains production standards, & reviews status of work in progress; provides direct training & development to planning & design staff; reviews, ensures quality assurance, & approves project/building plans, drawings, & calculations, specifications, bidding documents, legal instruments, & other planning & design related documents for final preparation, processing, & distribution by planning & design staff; provides performance data related to oversight of facility planning personnel, & comprehensive progress reports as needed; inspects projects & ensures compliance with approved building plans & drawings, applicable codes, regulations, & standards.	Knowledge of (1) industrial engineering or industrial design with emphasis on interior space design, facilities planning & design or architecture; (2) supervisory principles; (3) employee training & development; (4) public budgeting & spending; (5) applicable building codes & building safety regulations*; (6) office space feasibility assessment; (7) public relations. Skill in (8) operation of PC with applicable hardware & software (e.g., MicroSoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD). Ability to (9) define problems, collect data, establish facts & draw valid conclusions; (10) prepare, read & interpret specifications, drawings & blueprints; (11) use statistical analysis; (12) handle sensitive contacts with government officials, contractors & public; (13) cooperate with co-workers on group projects; (14) manage multi-phased interior design projects; (15) coordinate relocation/moving of staff greater than 100 people.		
		*developed after employment		
JOB CODE 63285	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/1/16	

Apd 2.1.16 CC

