

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105675 <i>106 230 mobile</i>
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005702	<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. AND TITLE OF IMMEDIATE SUPERVISOR 20005699 Real Estate Administrator 2
<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. <b>(Part-Time)</b> Report in location subject to change.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Develops & implements facilities improvement/management program for state agencies: counsels agency personnel, contractors & lessors on real estate, facilities & interior design policies & procedures; develops interior design standards; participates in tenant housing strategies, programs & allocation of agency space in state facilities; advises agencies on procedures for relocating all aspects of moving.	Knowledge of (1) industrial engineering or industrial design with emphasis on interior space design, facilities planning & design or architecture; (2) public relations*; (3) public budgeting & spending; (4) applicable building codes & building safety regulations*; (5) office space feasibility assessment. Skill in (6) operation of PC with applicable hardware & software (e.g., MicroSoft Word, Excel, PowerPoint, Access, Outlook, MicroStation CAD). Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) prepare, read & interpret specifications, drawings & blueprints; (9) use statistical analysis; (10) handle sensitive contacts with government officials, contractors & public; (11) cooperate with co-workers on group projects; (12) manage multi-phased interior design projects; (13) coordinate relocation/moving of staff greater than 100 people.
30	Determines interior space & special facility needs including tenant improvement: meets with agency housing coordinators & staff, lessors, contractors, furniture vendors, building management & trades personnel; prepares building plans & drawings using computer-aided design & drafting (CADD) software & systems; coordinates & reviews bids, estimates & plans for tenant & facility improvements with other division offices; inspects projects; ensures compliance with approved drawings, plans, applicable codes, regulations & standards.	Knowledge of 1, 2*, 3, 4* Skill in 6 Ability to 7, 8, 9, 10, 12, 13  *developed after employment

JOB CODE 63281	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Jeffrey Westhonen/jc</i>	<i>11/15/11</i>

*Appl 11.16.11 au*

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<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
20	Coordinates various phases of facilities management programs: directs building management staff in services & other accommodations necessary to tenants; reviews space concerns & needs from tenants; reports findings & proposes corrective action.	Knowledge of 1, 2*, 3, 4*, 5, (14) technical writing Skill in 6 Ability to 7, 8, 12		
10	Prepares various facilities reports: maintains project files; submits project status reports & activity logs; prepares correspondence; maintains records on all project activities; documents agency inquires, directives & decisions concerning housing. Performs other related duties as required.	Knowledge of 1, 2*, 3, 4* Skill in 6 Ability to 10, 11, (15) prepare meaningful, concise & accurate reports.		
<u>Position Specific Minimum Qualifications</u>				
24 mos. exp. in assessing office space feasibility of real estate, managing large multi-phased interior design projects & coordinating agency or corporate relocation/moves.				
12 mos exp. in using MicroStation CAD or similar software in development of construction drawings.				
*developed after employment.				
JOB CODE TITLE 63281 Facilities Planner	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhouser/ce</i>	
JOB CODE 63281			DATE 11/15/11	

App 11-16-11 *aw*