

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
20005708

Reclassification New Position Update Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Planning & Design Project Coordinator

POSITION NO. & TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 13

If FLSA Exempt, exemption type:

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	<p>Acts as project coordinator for planning & design & tenant improvement projects: develops & implements building improvement & planning & design activities for state agencies, boards, commissions, & elected officials housed in state-owned buildings & privately leased facilities; attends meetings; counsels state entity personnel, contractors & building owners on planning & design practices, policies & procedures; assists in development of planning & design standards & space allocation methodologies; participates in building occupant strategies & programs; advises & consults state entities on procedures for relocating aspects of moving staff & equipment; researches & analyzes materials, information & program activity within assigned area of responsibilities; coordinates & acts as liaison with state agencies, boards, commissions, elected officials & other building occupants to facilitate all phases of Department's space management program; directs building management staff in services & other accommodations necessary for managing space occupied by state entity clientele & other building occupants; reviews space concerns & needs from building occupants; reports findings & proposes corrective action.</p>	<p>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</p> <p>*developed after employment.</p>

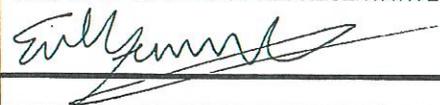
JOB CODE TITLE
Design Specialist 2

JOB CODE
85822

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



11/20/16

Apd 11.23.15 (cc)

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 20005708	<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 Project Coordinator		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 2 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	
40	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; develops project schedules; coordinates & implements activities related to tenant improvement projects in commercially leased & state-owned buildings; coordinates & acts as liaison with all parties all parties involved in the tenant improvement process, i.e. building owners, property managers, contractors, vendors, state entity clientele; 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, 2, 3, 4*, 5, 6*, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, (16) coordinate relocation/moving of staff greater than 100 people.	
10	Prepares various planning & design reports: maintains project files; submits project status reports & activity logs; submits tenant improvement project requests; prepares correspondence; maintains records on project activities; documents state entity inquiries, directives & decisions concerning planning & design activities & housing needs; performs other related duties as required.		Knowledge of 1, 2, 3 Skill in 8 Ability to 9, 10, 11, 13, 14, (17) prepare meaningful, concise & accurate reports; (18) organize & maintain project files & records.	
*developed after employment.				
JOB CODE 85822	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 11/03/15	

Apd 11.23.15 (cc)