

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

POSITION NUMBER 20005530	<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 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.                      Report in location subject to change				

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
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven /ao</i>
		DATE 3/31/09

JOB CODE TITLE  
 Facilities Planner  
  
 JOB CODE  
 63281  
  
*apl 6-29-09*

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<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	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 63281	JOB CODE TITLE Facilities Planner	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ro</i>	
			DATE 3/31/09	

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