

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105675

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Real Estate & Planning

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005563

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Planning & Design Specialist

POSITION NO. AND 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 &/or work hours 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

DATE

*Jeffrey Westhovens*

2/14/13

AGENCY/DEPT ID  
DAS/DAS105675

COUNTY OF EMPLOYMENT  
Franklin

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**USUAL WORKING TITLE OF POSITION**  
Planning & Design Specialist

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## Bargaining Unit 13

If FLSA Exempt, exemption type:

Page 2 of 2

**NORMAL WORKING HOURS** (Explain unusual or rotating shift):

FROM: 8:00 a.m.

TO: 5:00 p.m.

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## 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

List Position Numbers &amp; Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE \_\_\_\_\_

Jeffrey Westhonen/cc

2/14/13

**POSITION NUMBER**  
**20005563**

**JOB CODE TITLE**  
**Facilities Planner**

**JOB CODE**  
**63281**