

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000DIVISION OR INSTITUTION
General Services DivisionUNIT OR OFFICE
Office of Real Estate & PlanningCOUNTY OF EMPLOYMENT
FranklinPOSITION NUMBER
20005648☐ Reclassification☐ New Position☒ UpdatePosition Hyperlinked to ☐
Agency Organizational TreeUSUAL WORKING TITLE OF POSITION
Planning & Design Project ManagerPOSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization☒ Permanent
☐ Temporary
☐ Intermittent☒ Classified
☐ Unclassified
☐ EssentialOvertime: ☐ Eligible ☒ Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

JOB CODE
63285JOB CODE TITLE
Facilities Planning Project Manager

POSITION DESCRIPTION

ATION NUMBER
20005648

JOB CODE TITLE
Facilities Planning Project Manager

JOB CODE
63285

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DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Real Estate & Planning

COUNTY OF EMPLOYMENT
Franklin

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Planning & Design Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

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☐ Temporary
☐ Intermittent

☒ Classified
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Overtime: ☐ Eligible ☒ Exempt

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

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Job Duties in Order of Importance

Knowledge, Skills & Abilities

10

Performs public relation duties & comprehensive facility planner activities as assigned: utilizes computer-aided design & drafting software & systems (i.e., Micro Station V8); reviews bids; estimates & plans for occupant/tenant & facility improvements, etc.; researches & responds to legislative, media, & general inquiries of Office of Real Estate & Planning; represents Program Administrator as needed; assumes responsibility & authority in Program Administrator's absence when asked; performs other related duties as assigned.

Knowledge of 1, 2, 3, 4, 5*, 6, 7
Skill in 8
Ability to 9, 10, 12, 13, 14, 15

*developed after employment.

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SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Signature]

2/1/16

POSITION NUMBER
20005648

JOB CODE TITLE
Facilities Planning Project Manager

JOB CODE
63285

Apd 2.1.16 ea