

SPACE PLANNER

JOB DESCRIPTION

Classification Responsibilities: A Space Planner is responsible for planning, coordinating and organizing the activities associated with facilities space planning for all City departments. Reviews construction plans and specifications; and coordinates and conducts on-site inspections to ensure proper space planning measures and protocols are utilized. Duties include: coordinating and managing the long- and short-term space planning needs for all City departments; obtaining current information of the City's facility inventory and furniture; updating and revising information in a computerized or automated format system to provide employee locations, assessments and space needs for equipment and parking; assessing work for resources required; ensuring appropriate involvement of City departments and private contractors; and authorizing payment to contractors upon successful completion of work. Other responsibilities include: prioritizing, scheduling and monitoring requests; maintains databases, project files, spreadsheets and related documentation on new construction, renovations, remodels, and expansions; meeting with affected departments to recommend changes in space utilization or assignment; and identifying and resolving conflicts associated with space planning. This class performs related duties as required.

Distinguishing Features: This class is supervised by the Business Services Department Director who reviews work through reports, conferences, and the evaluation of results achieved. The incumbent works closely with the Engineering Department and Facilities Maintenance Department on facility projects to ensure integrity of planning is incorporated into the design and construction phases of the project. This class is FLSA exempt-administrative.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Facilities Management, Construction Management, Architecture, Interior Design or related field. Considerable (1 - 3 years) experience in facilities management or space planning.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Experience as a facilitator, and/or liaison skills between parties regarding building facility projects is highly desirable. Familiarity with ADA guidelines is preferred. Coursework or formal training in AutoCAD is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with department managers and/or their designated representative, City management, and other City employees in order to successfully plan, coordinate, and implement building improvement projects. Prepares letters, memos and reports with clearly organized thoughts using proper sentence construction, punctuation, and grammar to communicate findings. Acts as a facilitator for controversial issues involving space and system furniture planning between various City departments.

Manual/Physical: Operates a motor vehicle requiring a standard Arizona Driver's License to conduct on-site inspection of facility projects. Operates a variety of standard office equipment and enters data into a personal computer to prepare reports, perform calculations, prepare drawings and maintain project status information. Meets scheduling and attendance requirements.

Mental: Resolves procedural, operational, and other work-related problems by analysis, review with involved parties, and developing and evaluating alternatives for space planning. Performs costs estimates and analyses for various types of building facility projects. Oversees consultant contract providing space and system furniture planning services to the City. Reconcile and estimate labor and material costs submitted. Reviews construction plans for compliance with standard practices.

Knowledge and Abilities:

Knowledge of:

space utilization and facilities management techniques and applications;
systems furniture;
AutoCAD;
building codes, fire standards and Americans with Disabilities Act (ADA) requirements;
contracts;
symbols and terminology used in building facility plans and drawings;
cost estimation principles for building facility projects; and
computer-aided drafting standards and procedures.

Ability to:

research and compile data for space planning objectives;
analyses cost estimates for new buildings, renovations, remodels, expansions, and additions;
coordinate space and system furniture planning efforts with department representatives;
prioritize space needs as it relates to budgetary constraints;
schedule and coordinate the work of others;
read and interpret plans and specifications;
determine materials required for jobs;
draft plans and sketches;
ensure conformity to common space planning principles, guides and procedures in the resolution of design and construction problems; and
establish and maintain effective working relationships with department representatives.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 9/15

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CS4698.DOCX

EEO-Prof

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-No

RESP-No

JOB FCTN-TEC

INCREMENTS 42-200

PAY GRADE: 50

SECURITY-No

CDL-No

IND-9410

SWORN-No