

WORKSPACE SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: A Workspace Specialist is responsible for planning, coordinating, and organizing the activities associated with facilities workspace planning for all City departments. Reviews construction plans and specifications; and coordinates and conducts on-site inspections to ensure proper workspace planning measures and protocols are utilized. Duties include: coordinating and managing updates to the workspaces used by employees across all City departments; obtaining current information of the City's facility inventory and furniture; updating and revising information, including CAD drawings of workspaces, maintaining and organizing spare furniture component inventory; assessments and workspace needs; assessing work effort and resources required; ensuring appropriate and successful 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; maintaining databases of jobs, project files, spreadsheets and related documentation on new construction, renovations, remodels, and expansions; meeting with affected departments to recommend changes in workspace utilization; and identifying, recommending, and resolving workspace issues. This class performs related duties as required.

This class works with a degree of independence which requires good judgment and initiative in determining the methods and procedures that will be used for each job or project. Working conditions include standing and bending for long periods of time to assemble, disassemble, or reconfigure modular furniture, bulky wall panels, heavy work surfaces, and other components; and lifting and moving heavy objects.

Distinguishing Features: This class is supervised by the Workspace Coordinator who reviews work through reports, conferences, and the evaluation of results achieved. This class oversees the contractors utilized during the build for new and reconstructed workspace and provides full supervision to a Service Worker Assistant. The incumbent works closely with the Engineering Department, Facilities Maintenance Department, and the requesting department on projects to ensure integrity of planning, design, and construction phases of projects. This class is FLSA non-exempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Good (1 - 3 years) experience in planning and assembling workspace furniture. Some (6 months to 1 year) experience creating, reading, and interpreting CAD drawings of workspaces.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date. Due to the required access to all secured buildings, for this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment or assignment with the City of Mesa to allow full, unescorted access to Police facilities.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Considerable familiarity with Herman Miller Action Office (OA2) and HON workspace (cubicle) furniture or similar. Experience as a facilitator, and/or liaison skills between parties regarding building facility projects is highly desirable. Familiarity with Americans with Disabilities Act (ADA) guidelines is preferred. Coursework or formal training in AutoCAD is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinate-level personnel, department managers and/or their designated representative, City management, and other City employees to successfully plan, coordinate, and implement workspace improvement projects. Prepares letters, memos, reports and performance appraisals 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. Trains and instructs employees.

Manual/Physical: Safely operates a motor vehicle (such as an automobile or pickup truck) requiring a standard Class D Arizona Driver's License. Uses hand tools and small power tools to assemble and disassemble components. Stage components required for space jobs. Stand and bend for long periods of time to assemble, disassemble, and reconfigure modular furniture, bulky wall panels, and other components. Move, load, unload, and transport components up to 70 pounds from storage sites to worksites. Establish and maintain a safe workspace at worksite. Supervises and evaluates the work of subordinate-level staff. 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 workspace planning. Performs cost estimates and analyses for various types of building facility projects. Oversees contracts providing space and system furniture planning services to the City. Reconciles and estimates 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 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 workspace 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 workspace planning principles, guides and procedures in the resolution of design and construction problems;
supervise subordinate staff; and
establish and maintain effective working relationships with management, department representatives, vendors, and city employees.

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.

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JOB FCTN-GEN

INCREMENTS 54-200

PAY GRADE: 45

IND-9410

SWORN-No