

## WORKSPACE COORDINATOR

### JOB DESCRIPTION

**Classification Responsibilities:** A Workspace Coordinator is responsible for the oversight and management of facilities space planning for all City departments. This class meets with key stakeholders in all departments to evaluate workspace requirements; coordinates and manages the long- and short-term needs, develops and manages projects to revise workspaces as required, and utilizes computer-aided design (CAD) software and other software to design new and reconstructed space, furniture and amenities. This class guides departments on design and furniture choices that best meet their needs while ensuring styles are current and consistent with City guidelines. This class develops strategies to track and coordinate space utilization to ensure departments' needs are met. This class also has budget responsibility for assigned work area and projects and forecasts the budget needs for future space and furniture City-wide.

**Distinguishing Features:** This classification differs from the Workspace Specialist classification by its larger and more complex assignments, the strategic oversight of city-wide space planning, greater independence under which the work is performed, the considerable latitude exercised, minimal supervision required, and greater decision-making ability. This class is supervised by the Business Services Department Director who reviews work through reports, conferences, and the evaluation of results achieved and supervises the Workspace Specialist. 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 exempt-administrative.

### 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.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Interior Design, Facilities Management, Architecture, Planning, Engineering, Construction Management or related field. Considerable (3-5 years) experience in facilities management or space planning. Good (1-3 years) 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 is strongly preferred. 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 subordinator-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. Enables the department to envision a new and different workspace and 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. 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. 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 space 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:

lead space planning projects, taking responsibility and ownership for project design solutions and productive delivery;  
research and compile data for space planning objectives;

analyze 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;  
analyze and maintain inventories and records regarding vacant space and occupied space in city owned and leased properties  
schedule and coordinate the work of others;  
read and interpret plans and specifications;  
determine materials required for jobs;  
draft plans and sketches;  
recommend new policies and procedures on space related subjects, standard furniture and colors and ensure conformity to common space 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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EEO-Prof

JOB FCTN-GEN

INCREMENTS 54-200

PAY GRADE: 54

IND-9410

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