

Class Concept

Positions in this class perform administrative and technical work in conducting short and long range facility space and master planning, work flow analysis, space and facility usage, technically managing capital construction projects, and designing plans and specifications for projects. They review design plans and specifications for functionality, attainment of programming needs and technical specifications, design efficiency and building code compliance. Work includes ability to translate conceptual ideas to specific programming, project design and space layout, development and management of facility databases, prioritize capital improvement projects, and may entail directing work of subordinates. Positions work with departments and department heads to create formal building programming statement to meet the needs of a proposed facility, develop projected cost estimates based on construction/cost trends, conduct planning meetings, and resolve disputes between departments involved in space planning and new construction and renovation planning. Liaison duties with outside designers and reviewing agencies, facilities services personnel, and county and local government officials. The work requires a strong emphasis on project management.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of engineering and planning practices and methods; knowledge of local, state, and federal regulations to translate conceptual ideas to specific programming, project design and space layout.
- Considerable knowledge of facilities planning and engineering techniques to provide direction and input into prioritizing projects.
- Ability to function as working supervisor to supervise, review, and evaluate the work of subordinates.
- Ability to review projects of other departments and campus master planning issues and make comments.
- Ability to use databases to compile, review, and analyze technical data.
- Ability to design site improvements that are moderate in scope.
- Ability to prepare complete plans and specifications.
- Ability to assist with selection of design, equipment, operating systems, parking, and safety specifications.
- Ability to prepare cost estimates used to establish budgets.
- Ability to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Ability to actively listen to client needs and concerns.

Minimum Education and Experience

Bachelor's degree in institutional planning, public administration, engineering, architecture, business administration, economics, industrial technology or a related discipline from an appropriately accredited institution and two (2) years of facility and space planning experience; or equivalent combination of training and experience.