

## I. DESCRIPTION OF WORK

Positions in this banded 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.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
Positions at this level conduct short and long range facility space and master planning for projects that are limited in scope.	Positions at this level are able to independently design plans and specifications for projects.	Positions at this level function as lead consultants to independently work on large scale projects.

## III. COMPETENCIES

Competency	Definition
<b>Knowledge - Technical</b>	Knowledge of institutional master planning and space usage. Knowledge of programming, design functionality, work flow analysis, cost estimating, construction and project management.
<b>Project Consultation and Management</b>	Ability to lead projects in consultation with outside designers, reviewing agencies, facilities services personnel, and county and local government officials.
<b>Design and Analysis</b>	Ability to design plans and specifications to insure efficiency and building code compliance.
<b>Communication</b>	Ability to understand and analyze projects and communication in either written, verbal, or graphic representations for user groups, contractors, administrators, consultants, engineers, and to a variety of non-professional contacts. Ability to present projects to advisory committees or other large groups.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive.

**IV. COMPETENCY STATEMENTS BY LEVEL**

**Knowledge – Technical**

Knowledge of institutional master planning and space usage. Knowledge of programming, design functionality, work flow analysis, cost estimating, construction and project management.

Contributing	Journey	Advanced
<p>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.</p> <p>Ability to provide routine daily maintenance of facilities and infrastructure.</p>	<p>Considerable knowledge of facilities planning and engineering techniques to provide direction and input into prioritizing projects.</p>	<p>Significant knowledge of engineering and architecture as applied to site design. Ability to interpret civil engineering and architectural drawings.</p> <p>May require ability to provide site planning feasibility studies and schematic studies for development of architectural programs for future projects (including building locations, parking lots, walkways, roads, and landscapes).</p>

**Project Consultation and Management**

Ability to lead projects in consultation with outside designers, reviewing agencies, facilities services personnel, and county and local government officials.

Contributing	Journey	Advanced
<p>Ability to function as working supervisor to supervise, review, and evaluate the work of subordinates.</p> <p>Ability to monitor, inspect, and maintain quality control for contractor repairs.</p> <p>Ability to use databases to collect, store, and monitor status of projects.</p>	<p>Ability to be responsible for day-to-day operations of field supervisor and facilities maintenance workers.</p> <p>Ability to review projects of other departments and campus master planning issues and make comments.</p> <p>Ability to use databases to compile, review, and analyze technical data.</p>	<p>Ability to meet with department supervisors, planners, engineers, architects, and contractors to provide guidance on projects.</p> <p>Ability to provide input into developing campus master plan. Ability to participate in long range land use planning, review and coordinate University Design Guidelines, and provide input into problem resolution for project review issues.</p> <p>Ability to use databases to review and analyze technical data. Ability to make decisions regarding penalties to contractors and project managers for insufficient time notices on projects.</p>

**Design and Analysis**

Ability to design plans and specifications to insure efficiency and building code compliance.

Contributing	Journey	Advanced
<p>Ability to design smaller less complex site improvements.</p> <p>Ability to be responsible for monitoring, inspecting, and quality control for contracted construction projects of limited scope and complexity.</p> <p>Ability to assist in long term planning for routine maintenance and special projects.</p>	<p>Ability to design site improvements that are moderate in scope. Ability to prepare complete plans and specifications.</p> <p>Ability to assist in Facility Master Planning in respect to design, equipment, operating systems, parking, and safety specifications.</p> <p>Ability to prepare cost estimates used to establish budgets.</p>	<p>Ability to design major campus-wide site improvements, complete plans, and specifications.</p> <p>Ability to analyze and support designs and construction of outside consultants and contracted construction projects.</p> <p>Ability to be responsible for long term planning; ability to prepare cost estimates used to establish budgets. Ability to negotiate with vendors for projects that exceed their allocated budgets.</p>

**Communication**

Ability to understand and analyze projects and communication in either written, verbal, or graphic representations for user groups, contractors, administrators, consultants, engineers, and to a variety of non-professional contacts. Ability to present projects to advisory committees or other large groups.

Contributing	Journey	Advanced
<p>Ability to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</p> <p>Ability to actively listen to client needs and concerns.</p>	<p>Ability to effectively provide information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</p> <p>Ability to actively listen to client needs and concerns. May require ability to be actively involved in advisory and planning.</p>	<p>Ability to effectively communicate with a broad range of agency/university officials and delegating bodies. Ability to advise and provide oversight for projects and effectively communicate objectives to the university, agency, or governing bodies.</p> <p>May require ability to make recommendations at the state level.</p>

**V. MINIMUM TRAINING & EXPERIENCE**

Bachelor’s degree in institutional planning, public administration, engineering, architecture, business administration, economics, industrial technology or a related discipline and two years of facility and space planning experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.