OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE: Facilities Planner

CODE: 63281C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION:

Under general supervision from other administrative supervisor, coordinates & monitors designated segments of assigned agency's facilities planning & design program, or assists in coordinating preparation of agency's state & community capital plan, or develops & implements facilities improvement program for state agencies (i.e., Division of Public Works of Department of Administrative Services); may prepare specifications, drawings, blueprints, &/or sepias;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	53-59	Coordinates & monitors designated segments of assigned agency's facilities planning & design program (e.g., architect selection, architectural program preparation, site appraisals, development of plans & specifications, bid advertising, & acceptance contract award & construction activities & changes for community award capital improvement projects funded by agency or for department's institutions; or plans & coordinates telephone & non-telephone communication systems for agency, it's divisions &/or branch offices; coordinates construction & activities related to facilities improvement for assigned geographic area or offices), or assists in coordinating preparation of agency's state & community capital improvement plan (e.g., assists in defining parameters of specific projects & in formulating policies & procedures relative to community construction assistance grants, coordinates funding of community construction assistance program & recommends actions pertaining to cost overruns, release of funds, fund transfers & related actions), or develops & implements facilities improvement program for state agencies (i.e., Division of Public Works of Department of Administrative Services).	Knowledge of (1) industrial engineering or industrial design with emphasis on interior space design or facilities planning & design or architecture or civil engineering, (2) public relations, (3) public budgeting & spending, (4) applicable building codes & building safety regulations*; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) prepare &/or read & interpret specifications, drawings, blueprints &/or sepias, (7) use statistical analysis, (8) handle sensitive contacts with government officials, contractors, &/or public.

(64)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
Requires travel which may include overnight stay.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in industrial engineering or industrial design with emphasis on interior space design or facilities planning & design, or architecture, or civil engineering (or 6 mos. exp.); 1 course in public relations (or 1 mo. exp.); 1 course in public budgeting & spending (or 1

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE Facilities Planner

CODE: 63281C

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1997

CLASS TITLE: Facilities Planner

CODE: 63281C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	21-31	Meets with departmental, institutional &/or other governmental officials, consultants, contractors, public groups & other individuals regarding construction capital improvement projects or other facilities planning & improvement activities.	Knowledge of 1, 2, 3, 4*; ability to 5, 6, 7, 8, (9) cooperate with co-workers on group projects.
3	10-20	Inspects construction projects, approves changes in specifications & ensures compliance with applicable building codes; reviews complaints from tenants & landlords for state owned or leased space, reports findings & determines corrective action; reviews plans to ensure projects are correctly completed.	Knowledge of 1, 2, 4*; ability to 5, 6, 8.
4	0-6	Maintains office files of all correspondence & prepares necessary, status reports regarding facilities; maintains records on costs, billings & purchased &/or leased equipment; process appropriate state & federal project documentation; prepares special reports.	Knowledge of 1, 4*, (10) english composition & grammar or technical writing; ability to 5, (11) prepare meaningful, accurate & concise reports & standard business correspondence.

(642)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* mo. exp.); 1 course in english composition & grammar or technical writing (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Facilities Planner

CODE: 63281C