

**STATE OF OHIO (DAS)**  
**CLASSIFICATION**  
**SPECIFICATION**

<b><u>CLASSIFICATION SERIES:</u></b> Facilities Planning	<b><u>SERIES NO.:</u></b> 6328
<b><u>MAJOR AGENCIES:</u></b> Administrative Services, Industrial Commission, Mental Health, Developmental Disabilities, Opportunities for Ohioans with Disabilities, Workers' Compensation	<b><u>EFFECTIVE DATE:</u></b> 09/16/2018

**SERIES PURPOSE:**

The purpose of the facilities planning occupation is to plan, coordinate & direct facilities design & construction.

At the lower level, incumbents determine space & special facilities needs & prepare designs & specifications.

At the higher levels, incumbents coordinate or direct agency facility planning or designing program or capital improvement projects.

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<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Space Planner	63280	28	09/16/2018

**CLASS CONCEPT**

The full performance level class works under general supervision & requires considerable knowledge of architectural or industrial engineering or design in order to prepare specifications, drawings, blueprints &/or sepias for better utilization of space, renovation, remodeling or facility construction.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Facilities Planner	63281	30	09/16/2018

**CLASS CONCEPT:**

The advanced level class works under supervision & requires thorough knowledge of architectural or industrial engineering or design in order to coordinate & monitor designated segment of assigned agency's facilities planning & design program or coordinate agency's state & community capital improvement plan or develop & implement facilities improvement program for other state agencies.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Facilities Planning Project Manager	63285	12	10/04/2015

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of architectural or industrial engineering or design in order to establish parameters on assigned mechanical & electrical projects for adult correctional facilities, or to coordinate & assist director in planning program of preventive & rehabilitative maintenance for institutions housing youth offenders & building maintenance & capital improvements for other buildings which involve other state departments, or to supervise employees engaged in planning & acquisition &/or improvement & maintenance of space & housing for assigned agencies or assigned employing agency, or to direct & manage statewide corrections construction & renovation program which provides state money with matching funds for local county & city jail construction, or to coordinate & direct developmental disabilities over-all facility planning/design or capital improvement programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Space Planner	63280	14	09/16/2018	28

**JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Meets with agency personnel to determine space & special facilities needs, locates suitable office space needed for requesting agency &/or examines existing facilities for better utilization of space, remodeling, renovation or construction, prepares specifications, drawings, blueprints &/or sepias & coordinates involved parties to review progress & status of facility remodeling, renovation or construction.

Coordinates moves of agency or offices; inventories or assists in inventory of equipment; arranges for movers or accepts bids from movers; directs moving activities on day of move; arranges for installation of telephone & electrical outlets when assigned; writes necessary reports.

Reviews complaints from tenants & landlords of state owned or leased space & takes or recommends corrective action when necessary.

Prepares necessary reports (e.g., requests for rent encumbrances), results of bidding by moving firms; findings of special studies such as changes needed to make facilities more accessible to handicapped persons); provides technical advice to staff members or proper procedures related to facility planning & design.

**MAJOR WORKER CHARACTERISTICS**

Knowledge of architectural or industrial engineering or architectural or industrial design with emphasis on interior space design or facilities planning & design; public relations\*; contract bidding procedures & governing regulations\*. Ability to understand practical field of study; calculate fractions, decimals & percentages; prepare specifications, drawings, blueprints &/or sepias; gather, collate & classify information about data, people or things; handle sensitive contacts with officials.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT**

3 courses or 9 mos. exp. in architectural or industrial engineering or architectural or industrial design with emphasis on interior space design or facilities planning & design.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT**

Not applicable.

**UNUSUAL WORKING CONDITIONS**

Requires travel; may include overnight stay.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Facilities Planner	63281	13	09/16/2018	30

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

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, its division &/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).

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.

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.

Maintains office files of all correspondence & prepares necessary status reports regarding facilities; maintains records on costs, billings & purchases &/or leased equipment; process appropriate state & federal project documentation; prepares special reports.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of industrial engineering or industrial design with emphasis on interior space design or facilities planning & design or architecture or civil engineering; public relations\*; public budgeting & spending; applicable building codes & building safety regulations\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare &/or read & interpret specifications, drawings, blueprints &/or sepias; use statistical analysis; handle sensitive contacts with government officials, contractors &/or public.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate major core program in industrial design with emphasis on interior space design or facilities planning & design, or architecture, civil engineering or related field; 1 course or 3 mos. exp. in public budgeting & spending.

-Or 24 mos. trg. or 24 mos. exp. in interior space design or facilities planning & design; 1 course or 3 mos. exp. in public budgeting & spending.

-Or 12 mos. exp. as Space Planner, 63280.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel which may include overnight stay.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Facilities Planning Project Manager	63285	EX	10/04/2015	12

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Establishes parameters on assigned mechanical & electrical projects for adult correctional institutions (e.g., conducts design & load studies; evaluates & selects proper equipment & type of system for optimum performance; prepares project plans & calculations, specifications, bidding documents for installation of or modification to existing systems; directs work activities of contractors & institutional personnel during construction phase for assigned projects); or directs & manages statewide corrections construction & renovation program which provides state money with matching funds for local county & city jail construction; or coordinates & assists director in planning program of preventive & rehabilitative maintenance for institutions housing youth offenders & building maintenance & capital improvements for other buildings which involve other state departments (e.g., establishes procedures to carry out programs; recommends purchases of new & replacement equipment & evaluates current market prices for same; conducts feasibility studies on all capital improvement projects); or supervises employees engaged in planning & acquisition &/or improvement & maintenance of space for housing by various state agencies (i.e., Division of Public Works of Department of Administrative Services) or for assigned employing agency (e.g., designs work schedules & flow charts to implement relocations to new facilities, remodeling projects & minor work station changes; manages budget for each project; monitors & enforces federal safety & health requirements); or coordinates & directs over-all DODD facility planning/design program or capital improvement programs.

Meets with contractors, architects & officials of other government agencies, at all jurisdictional levels, to execute work programs & to ensure compliance with established procedures; represents state in matters of disagreement of lease terms &/or performance pursuant to lease provisions.

Advises & assists administrative personnel in development of policies, improvements & changes in procedures & other matters leading to effective operation; prepares reports on status of projects; audits expenditures used for approved items.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of industrial, mechanical, electrical or civil engineering, or industrial design or architecture; public relations\*; public budgeting & spending; applicable building & safety & health regulations\*; supervisory principles/techniques\*; manpower planning\*; employee training & development\*. Ability to define problems, collect data, establish facts & draw valid conclusions; prepare &/or read & interpret specifications, drawings, blueprints &/or sepias; use statistical analysis or geometry & trigonometry; establish friendly atmosphere as unit or project supervisor.

(\*) Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate major core program in industrial, mechanical, electrical or civil engineering, or architecture, industrial design or related field; 12 mos. exp. in interior space design & facilities planning & design; 1 course or 3 mos. exp. in public budgeting & spending.

-Or 36 mos. trg. or 36 mos. exp. in interior space design & facilities planning & design; 1 course or 3 mos. exp. in public budgeting & spending.

-Or 12 mos. exp. as Facilities Planner, 63281.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

Requires travel which may require overnight stay.