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.

Incumbents coordinate or direct agency facility planning or designing program or capital improvement projects.

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.

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.

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.
**JOB TITLE**  
Space Planner

**JOB CODE**  
63280

**B. U.**  
14

**EFFECTIVE**  
09/16/2018

**PAY GRADE**  
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.
JOB TITLE: Facilities Planner

JOB CODE: 63281
B. U.: 13
EFFECTIVE: 09/16/2018
PAY GRADE: 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.
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.