

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5250

TITLE: SPACE PLANNER II

GRADE: S-27

DEFINITION:

Serves as the project coordinator for all interior construction/renovation and space planning projects; supervises a team of Space Planners, Construction Managers, and other technical professionals and support staff; and performs other work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Space Planner II is distinguished from the Space Planner I in that the Space Planner II serves as the project coordinator for all interior construction/renovation and space planning projects; supervises a team of Space Planners, Construction Managers, and other technical professionals and support staff; whereas the Space Planner I conducts professional space planning work under supervision including managing space planning and interior renovation projects; overseeing the work of contractors; ensuring work complies with budgetary requirements, Federal, State and County codes, ADA regulations as well as County policies and procedures.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all-inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)

Assigns space planning and renovation projects to planning staff and monitors progress;
Supervises, and provides guidance and direction to subordinate space planners, construction managers, A/E contractors and other technical professionals in the development of planning, design for the end users and is responsible for final overall design of each project;
Directs development of program requirements and ensures adherence with; County standards, guidelines, budget restrictions and develops strategies to maximize use of assets;
Acts as liaison between the planning staff, agency contacts and A/E contractor at initial stages of projects;
Responsible for final overall design and functionality of each project;
Reviews and approves interior design/architectural packages prepared by subordinate space planning staff and/or A/E contractor;
Reviews and approves final working drawings showing complete design intent, including: hard-wall partition plans, system furniture plans, freestanding furniture, finishes, colors, special items, graphics and signage and other details relevant to the user's operation;
Presents space plans to senior management and/or the agency and obtains approval;
Oversees all space planning and renovation projects assigned to the planning staff from project inception to completion, including coordination efforts with other disciplines, outside contracts (such as systems furniture and A/E firms), code officials, procurement representatives, real estate brokers/developers, and any other contracts relevant to the project completion;
Prepares project status reports for review and approval by senior management;
Monitors staff project budgets;
Maintains space allocation reports for County facilities;
Develops annual business plan and budget request for space management section;

Establishes all FMD policy and procedures in regards to space utilization, planning and furniture, space and signage standards;

Participates in numerous management committees, prepares annual work performance evaluations of subordinate space planning staff, serves as a technical advisor in specialty areas;

Reviews and approves requests for leave and online time.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all-inclusive list.)

Considerable knowledge of the principles, practices and techniques concerning space planning;

Considerable knowledge of the techniques required in strategic planning, programming, design, utilization of space, project management, contract administration and construction;

Ability to prepare budgets;

Ability to supervise subordinate employees;

Ability to plan, organize and assign space projects to subordinate staff;

Ability to coach, mentor and evaluate the performance of subordinates;

Ability to apply principles of leadership, creative problem solving, collaboration, decision-making, and team building;

Ability to apply interpersonal skills to resolve conflicts and to maintain effective communication with staff;

Ability to establish and maintain effective working relationships with associates, subordinates, representatives of other agencies and the general public;

Ability to communicate effectively, both orally and in writing;

Ability to communicate and interact effectively with individuals, citizen groups, public bodies, the Fairfax County Board of Supervisors, and other senior County and State officials;

Ability to work independently, to set individual priorities, to manage time effectively and to apply consistently sound judgment.

Knowledge of commercial building systems;

Knowledge of the Virginia Uniform Statewide Building Code, ADA Regulations, the codes and ordinances which apply to building construction;

Ability to make and review appropriate ergonomic recommendations;

Knowledge of agency-specific A/E contracting requirements;

Ability to negotiate contracts and amendments;

Ability to enforce contractual specifications;

Ability to plan, monitor, direct and coordinate the work of a multi-disciplinary team(s) and/or subordinates;

Ability to review construction documents and proposals for compliance with budgetary requirements, Federal, State and County codes, American with Disabilities Act (ADA) regulations, as well as County policies, guidelines and operational needs;

Ability to work effectively with construction contractors, design professionals, engineers, and code enforcement personnel;

Ability to prepare technical reports, specifications, and contract documents, studies, and technical analysis and to present findings in a clear and concise format;

Ability to use a computer for word processing, preparation of spreadsheets, e-mail, and presentation materials.

Knowledge of computer applications and software (such as CAD) associated with the preparation of architectural and engineering plans;

Ability to coordinate long-term, complex project plans;
Ability to interact with commercial real estate brokers/developers to assess potential real estate properties for suitability of space/facility for particular County agency or group requirements.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to: Graduation from an accredited four-year college or university with a degree in, architecture, interior design or a related field of study; PLUS four years of experience in architecture, space planning and/or facilities planning and management, interior design, or a related field. A Master's degree in interior design, architecture or a related field may be substituted for one year of the required experience.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

REVISED:

December 6, 2013

ESTABLISHED:

July 29, 2013