

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5251

TITLE: SPACE PLANNER I

GRADE: S-24

DEFINITION:

Under general supervision, performs professional work related to the design, planning, allocation, occupancy, and usage of space in order to meet County requirements in a timely, orderly, and cost-effective manner; oversees the work of contractors; ensures work complies with budgetary requirements, Federal, State and County codes, American with Disabilities Act (ADA) regulations, as well as County policies and procedures; performs other work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Space Planner I is distinguished from the Space Planner II in that the Space Planner I conducts professional space planning work under supervision including managing interior renovation and space planning 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; whereas 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.

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.)

Performs project development and research for space planning projects;
Identifies resources needed to complete space planning projects;
Develops or reviews programing documents based on survey results, County standards and guidelines and budget restrictions;
Prepares design drawings including interior architectural space plans, systems furniture plans, and signage/way-finding drawings, using AutoCAD software and other computer applications along with specifications or proposals as required for the design process;
Develops furniture specifications and finish color schemes;
Performs furniture & construction contract administration for County projects;
Establishes purchase orders, and verifies invoices for payment;
Manages entire design process for space planning and renovation projects from programming to post occupancy;
Oversees work of contracted firms;
Reviews project budgets and construction documents;
Reviews and makes recommendations on interior architecture & design packages;
Ensures all documents adhere to contract guidelines and established budget requirements;
Reviews construction documents and specifications submitted by A&E firms
Performs inspections of interior tenant build-out and systems furniture installations to ensure compliance with plans and specifications;
Maintains a project file of all documentation and notes;
Conducts final project walk-throughs and post-occupancy evaluations;
Provides project quality control for consultant designs and construction documents;

Attends meetings and conferences;

Keeps supervisor (Space Planner II) advised on project status, major impacts on costs, time or resources and serves as primary point of contact throughout project and liaison between end users, A&E, contractors and vendors;

Makes formal and informal presentations regarding space plan and interior design drawings.

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.)

Knowledge of the principles, practices and techniques concerning space planning;

Knowledge of the techniques required in planning, designing, layout and utilization of space;

Knowledge of timeline and budget preparation;

Ability to plan, organize and carry out design projects effectively and independently;

Ability to present the results of research effectively in oral, written, and graphic form;

Ability to lead a small group of technical and administrative personnel engaged in space planning work;

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

Ability to oversee the work of contractors;

Ability to use a computer to access information, conduct research and to perform basic word processing, e-mail and spreadsheet operations;

Ability to establish and to maintain good working relationships with co-workers, elected and appointed officials, development representatives and citizens;

Ability to speak effectively before individuals, citizen groups and public bodies;

Ability to meet and deal effectively with County representatives, applicants and the public;

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

Ability to use computer applications and software to prepare design drawings including interior architectural space plans, system furniture plans and signage/way-finding drawings, using AutoCAD software and other computer applications such as Adobe Illustrator;

Knowledge of commercial building systems;

Knowledge of ADA Regulations and ability to design for compliance;

Ability to make appropriate ergonomic recommendations;

Ability to learn the Public Facilities Manual, the Virginia Uniform Statewide Building Code and the codes and ordinances which apply to building construction activities in Fairfax County;

Maintains a knowledge base of current design trends, furniture, and finishes.

Ability to review construction documents and proposals for programmatic 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 two years of experience in space planning and/or facilities planning and management, interior design, architecture, or a related field. A Master's degree in space planning, interior design, architecture or a related field may be substituted for one year of the required experience.

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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