

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2023**

FACILITIES PLANNER

FLSA STATUS: EXEMPT – PAY GRADE: 19 – P

JOB FAMILY: FACILITIES & CONSTRUCTION JOB FUNCTION: BUSINESS SERVICES

GENERAL STATEMENT OF JOB

The Facilities Planner provides professional services on assigned projects concerning interior design, renovation/remodeling, installation of furniture/equipment, and construction projects. This position coordinates, communicates, and develops all state-required facility planning documents. This position manages interior design related projects, and prepares and manages project budget estimates and schedules. This position makes recommendations for the best use of space for the institution based on Florida State Requirements for Educational Facilities (SREF), building code requirements, and provides recommendations to improve utilization of existing space.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Evaluates and processes all requests for space planning collegewide including space changes, finishes, furniture, fixtures and equipment (FF&E); creates design layouts in AutoCAD, renderings and selects specifications for presentation and department approval and project management.

Provides project management and Interior Design services for capital improvement projects related to interior finishes and FF&E. Ensures adherence to the timing, costs and contract requirements projections, and coordinates with faculty and staff.

Coordinates with purchasing department to develop specifications and vendor options for the acquisition of furniture. Initiates and processes furniture requisitions related to all minor and major construction and renovation projects.

Procures, monitors, and schedules the delivery and installation of equipment, furniture, and furnishings for renovation and remodeling projects.

Develops FF&E standards for collegewide interior furnishings and finishes.

Conducts annual site assessments and updates floor/site plans to reflect any project modifications that are maintained by facilities and reported to Nassau County and City of Jacksonville Public Safety.

Performs field verifications of facilities and validates the existing college room inventory within FLDOE's Educational Facilities Information System (EFIS) and updates AutoCAD drawings.

Prepares and maintains collegewide fire evacuation plan diagrams in AutoCAD, and distributes to JFRD, JSO, and as required/requested.

Performs other related duties, as required.

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SUPERVISION RECEIVED

Supervision is received from the Executive Director of Facilities Planning and Design.

SUPERVISION EXERCISED

Supervision is exercised over student workers from the Interior Design and/or Building Construction Technology program.

MINIMUM QUALIFICATIONS

Bachelor's degree in architecture, interior design, or related field and three (3) years of related experience. Proficient in Auto-CAD. Excellent oral and written communication skills.

PREFERRED QUALIFICATIONS

Licensed/Registered interior designer or architect. Experience in space planning, selecting and specifying furniture, fixtures and equipment. Project management experience with higher education building design and construction. Experience with SREF, Florida DOE facilities requirements and the Florida Building Code. Experience in REVIT or other BIM software; experience in Sketch-up; Microsoft Word, Excel, Outlook, PowerPoint, Adobe Acrobat.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Some tasks may involve frequent walking, standing; some lifting and carrying objects of moderate weight (12-20 pounds); and/or the operation of vehicles, office, shop keyboard, or hand tools in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of engineering, construction, and code ordinances.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of written materials that range from interoffice memoranda to construction reports. Requires the ability to speak with voice control and confidence. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of rational systems, synthesis functions, conceptual thinking, and influence.

Verbal Aptitude: Requires the ability to record and deliver information, to explain conclusions, and to follow oral and written instructions. Must communicate professionally, efficiently and effectively using Engineering, financial terminology.

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Numerical Aptitude: Requires the ability to add, subtract, multiply and divide. Requires the ability to interpret graphs and calculate decimals and percentages; to utilize high school algebra, trigonometry, and geometry; and to utilize college algebra, trigonometry and geometry.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information. Excellent levels of form and spatial aptitude are required.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in utilizing modern office support equipment and drafting and drawing equipment.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people in giving and receiving instructions. Must be able to communicate professionally with a broad array of individuals in varying professions. Must be adaptable to performing under stress when confronted with emergency situation or tight deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks may require exposure to extreme heat/cold or extreme weather conditions, to strong odors and/or smoke, to strong and/or toxic chemicals and to dust or pollen.

Effective: 2/11; Revised 5/30/23