



## Classification Description

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**Job Title:** Capital Planning & Design Specialist

**Pay Grade:** 117

**Job Code:** 3844

**FLSA Status:** Exempt

### **Job Purpose**

The Capital Planning & Design Specialist provides management and coordination of various planning studies and capital projects. This position will support the design, construction, development and implementation of both minor and major projects by providing guidance and design ideas that are in alignment with College philosophy and strategies.

### **General Responsibilities**

#### **Essential Functions**

##### **Project Design and Management:**

Supports the Director, Facilities Planning and Space Management in the planning and design phases of capital facilities. Provides support throughout the early phases of programming, feasibility studies and concept designs.

Prepares and develops architectural/engineering drawings, 3D models, images, material boards, and other design documents using computer-aided design and drafting (CADD) and graphic software.

Maintains the CADD software and drawing files. Organizes and archives files, drawings and project specifications.

Prepares feasibility and other special studies to determine viability of potential campus projects or establish costs. Participates in the evaluation of planning consultants, design professionals, and general contractors.

Provides support for design document reviews, preparation of statements of work, technical and compliance documentation, development and updates, identification of budget needs, preparation of presentations and reports, and maintaining design project schedules. Assists in the preparation of scope of work statements. Participate in design review meetings. Performs plan-drawing reviews.

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Coordinates and communicates effectively with project stakeholders including, but not limited to, College leadership, faculty, facilities staff and other campus departments, senior staff, design teams, and contractors. Prepares clear and concise presentations and communication for a wide variety of audiences.

Reviews design documents to ensure compliance with FSW standards, project scope, and programmatic requirements. Support the preparation of project budgets, cost estimates, and schedules. Organizes project documents.

### **Space Planning:**

Supports space planning for FSW; refine, implement, and maintain FSW space planning policy and process.

Prepares planning studies, space gap analysis and space recommendations. Responsible for assuring that space is used as intended and accounted for correctly within Banner and/or other reporting systems.

Conducts space surveys in accordance with required standards and procedures, working with the appropriate faculty and staff to ascertain current utilization of the space assigned to their department as required.

Responsible for maintaining Archibus to ensure information held within is up to date and accurate.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Bachelor's degree from a regionally accredited institution of higher education in the field of Architecture, Planning, Construction Management, or related field.

Four (4) years of demonstrated successful full-time professional work experience in interior design, facilities planning, or architectural systems and project coordination. Appropriate combination of education and experience may be substituted.

A thorough knowledge of information technology systems, CADD file and document

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management, architectural/engineering practices, and database maintenance.

An ability to establish and maintain cooperative relations with other staff members, architects, engineers, special consultants, contractors, College officials and the general public.

Ability to independently travel to and perform duties at various sites on all campuses.

Demonstrated experience using a personal computer, office software such as MS Office (MS Word, MS Excel, MS Access) and electronic mail.

Demonstrated knowledge of Autodesk AutoCAD and Revit software.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

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- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 17, 2019. Reviewed: January 21, 2022(r), and September 8, 2022.  
Revised: July 1, 2023.