

STATE OF MONTANA

JOB DESCRIPTION

Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Facilities Planner Position Number: 94124

Location: Helena Department: Transportation

Division and Bureau: Maintenance and Facilities Bureau

Job Overview: This position assesses the space requirements for each work area at MDT headquarters and District areas. Responsible for designing efficient and productive workspace for current MDT staff. Revise drawings and layouts to accommodate changes and enhancements while developing effective working partnerships within the bureau, division, and department. Assists with project management, research, and implementation. The position assists with evaluating projects during each major phase of delivery; conducts building inspections; assists with reviews of plans for proposed and active facilities management projects. This position does not supervise others and reports directly to the Facilities Bureau Chief.

Essential Functions (Major Duties or Responsibilities):

Project Planning - 60%

- Managing projects to ensure compliance with regulatory guidelines, schedules, and contract performance. Determines the need for project design changes due to safety, personnel, or material problems.
- Researches and evaluates innovations in building systems, equipment, and materials.
- Communicates new specifications and requirements to department staff, contractors, and others.
- Evaluates new equipment and methods of the industry to recommend modifications to materials specifications, methods, and technologies.
- Consults with managers, staff, maintenance personnel, contractors, and others to identify all pertinent considerations to plan projects. Reviews project plans and specifications, including floor plans, electrical/plumbing diagrams, and communication schematics. Ensures all materials, plans, utility relocations, permit applications, engineering problems, drawings and specifications, scheduling, priorities, and other requirements are met. Estimates and assigns

labor hours required to perform work on all work order requests generated from estimate proposals.

- Reviews and understands agencies' expressed concerns/needs and applies architectural expertise to develop innovative and appropriate solutions. Develops the project program in collaboration with the using agency and ensures the agency's goals and needs; project's scope, constraints, budget, and schedule are met; analyzes and develops estimates of construction costs.
- Meets with Trade Specialists, contractors, and Facilities Services Management to review project estimates, gather additional information regarding specialty areas to further refine and validate estimates, and complete final budgeting, planning, and estimating of projects.
- Directs the coordination of activities between various programs and with other agencies.
- Analyzes and evaluates design concepts to verify conformance with all State, federal and local codes and ordinances, including International Building Code, Life Safety Code, ADA Design Guidelines, Model Energy Code, and others as appropriate.
- Identifies and determines specific materials and methods for individual projects.
- Evaluates cost implications of various design concepts and determines which is most cost effective.
- Completes construction drawings for a wide variety of projects and systems with varying levels of scope using AutoCAD and Revit.
- Coordinates facility standards development, research, and information exchange with appropriate personnel to recognize trends, determine their applicability to MDT.
- Oversees individual projects to ensure conformance with plans and specifications, resolve technical or project management problems, and promote the overall quality, efficiency, and cost-effectiveness of maintenance operations and activities. Tracks project progress and ensures appropriate reporting of all required data.
- Conducts building and infrastructure physical evaluations to identify and prioritize deficiencies and to develop remediation strategies that include budget analysis.
- Evaluates facilities to determine if they are serving the programmatic goals and needs of the using agency and recommend how shortcomings can best be corrected.

Schematic Design 35%

- Act as a liaison with department managers and facilities to gather space requirements and designs.
- Create detailed designs with computer-aided design (CAD) software.
- Design diagrams, maps and layouts to illustrate workflow.
- Prepare and review rough sketches for review with the Facilities team.
- Identify potential operational issues and redesign products to improve functionality.
- Ensure final designs comply with regulations and quality standards.
- Prepare multiple versions of designs for review by building users, as well as collaborates with designers, constructors and managers on projects.
- Conduct facility condition assessments of MDT facilities to determine repair needs.

Other Duties - 5%

Perform a variety of other duties and activities as assigned by Facilities management in support of the Maintenance Division and the Department mission and objectives.

Supervision

The number of employees supervised is: 0

The position number for each supervised employee is: n/a

Physical and Environmental Demands:

- Sit for long periods of time.
- Ability to bend, reach and be expected to use a ladder or other equipment.
- Ability to walk over uneven terrain or in water.
- Operating a computer.
- Sit in vehicles for extended periods of time to travel throughout the state.
- Exposure to loud noises in the office and in field environments.

Knowledge, Skills and Abilities (Behaviors):

- Knowledge of federal, state and local building administrative codes relating to building projects, knowledge of modern architectural methods and background on solving architectural design and construction problems.
- Knowledge of International Building codes, NFPA Standards, ADA Handicap Accessibility Guidelines, MCA, EPA, hazardous material regulations, etc.
- Ability to read and interpret building drawings, schematics, blueprints, code specifications, and diagrams.
- Experience with, and ability to utilize, CAD programs/software to create project drawings
- Good math skills
- Strong customer service skills.
- Excellent written and oral communication skills.
- Ability to establish cooperative working relationships.
- Ability to meet deadlines.

Minimum Qualifications (Education and Experience):

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to a Bachelor's degree in Architecture, Architectural Engineering, Space Planning, Interior Design, or a related field.

This position requires a minimum of 1 year of experience in workspace design, project review or a related field.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

This position is expected to travel around the state to visit MDT locations.

List any other special required information for this position

- | | |
|--|---|
| <input type="checkbox"/> Fingerprint check | <input type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |
| MFPE Union Code | YES Safety Responsibilities |

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Signatures

My signature below indicates the statements in the job description are accurate and complete.

| | | |
|-----------------------------|--------------|-------------|
| Immediate Supervisor | Title | Date |
|-----------------------------|--------------|-------------|

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| Administrative Review | Title | Date |
|------------------------------|--------------|-------------|

My signature below indicates that I have read this job description.

| | | |
|-----------------|--------------|-------------|
| Employee | Title | Date |
|-----------------|--------------|-------------|

Human Resources Review

Job Code Title: Architect Engineer All Other

Job Code Number: D2JJ01

Level: 1

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

FLSA Exempt

FLSA Non-Exempt

Telework Available

Telework Not Available

Classification Complete

Organizational Chart attached

Human Resources:

Signature

Title

Date