

DESCRIPTION: Positions in this series are assigned responsibilities involving interior space planning using AutoCAD. These positions involve the planning, and layout of interior spaces and the project coordination of alteration, construction, or reconfiguration of existing space. Incumbents assess the client’s needs, create drawings, estimate costs, and coordinate and monitor the interior space reconfiguration or set-up process which may involve contractors and/or consultant architects and engineers; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: The Interior Space Planner series consists of three levels. Placement of positions within the series is based on factors described below. The levels are differentiated by increasing scope, impact, complexity or responsibility, and an overall assessment of the various factors.

Interior Space Planner I level positions are under immediate supervision and conduct journey level interior space planning within a single agency that may have several locations. Interaction with others is primarily within the agency. Small projects are performed independently and involve coordinating work with furniture movers.

Interior Space Planner II level positions are under general or limited supervision and conduct professional level interior space planning for a single agency with multiple offices located statewide, or conduct interior space planning on a statewide basis. This class involves a large and frequent amount of coordination with outside entities including licensed consultant architects or engineers, landlords, agency staff, other state agencies, vendors and contractors, and the space planning is typically more complex and of a larger scope than work found at the Interior Space Planner I level.

Interior Space Planner III positions are under limited supervision. In addition to the work performed by the Interior Space Planner II level, this class also functions as a master space planner with a focus towards planning future location of state agencies in available spaces on the macro level in addition to the micro space planning activities performed on an individual agency basis. The position may supervise other space planning or support staff.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Provides space planning services including complex interior layouts of new and existing furniture systems. Updates drawing to “as built” condition.

Meets with internal or external clients to determine interior space needs.

Develops preliminary floor plans, specifications, and estimates for a variety of interior space planning and renovation projects ensuring data, phone, and electrical ports are in the appropriate space. May review plans and specification by outside architects for compliance with agency standards and requirements.

Manages interior space renovation projects through coordination with agency staff, outside consultants or contractors and landlords. Includes on-site inspection for compliance with specification, and direction of projects.

May provide finish selections such as color palettes, carpet and wall finishes, lighting, and cabinetry.

Ensures compliance with Life Safety Codes, ADA, and applicable state and local building codes with all office layouts.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: project space planning and implementation, & project management.

Ability to: establish working relationships with employees, state agency management, consultants and contractors.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Vocational-technical degree in computer aided drafting (AutoCAD) OR education and training in computer aided drafting and two years of experience performing interior space planning for large spaces; experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Positions in this class must comply with all statutes and Nebraska Administration Code relating to the State of Nebraska Engineers and Architects Regulation Act, including, but not limited to Neb. Rev. Statutes 81-3401 through 81-3455, with particular emphasis to 81-3420 and 81-3421.