

POSITION DESCRIPTION

POSITION SUMMARY

Under the general supervision of the Real Estate Management Bureau Director, this position serves as the manager of the Space and Project Management Section in the Department of Administration (DOA), Division of Facilities Management (DFM). As program manager, this position reviews and approves all facility interior designs for all state agencies residing in DOA facilities or space leased by DOA statewide. This position develops and recommends standards to be applied in all state agencies, and directs the development of facilities design within DOA or manages the contracts of interior designs developed by Architect/Engineer/Interior Design consultants. This management position completes technical office space analysis for statewide office occupancy levels for over 3.5 million square feet of office space, and works with the Lease Administration Section of the Bureau of Real Estate Management in the preparation of RFPs for new office space. The individual in this position and their staff develop specific interior office designs and office layouts; provide project management services for construction projects managed by this Division; maintains a sophisticated computer aided design (CAD) drawing inventory, space management database and oversees the construction of facility design projects in DOA owned office buildings.

This position acts as liaison with statewide facility designers, department heads, deputy secretaries and agency space managers in providing consultation and assisting agency representatives with internal space arrangement and planning activities related to office space design, space utilization, space layout and related costs. This position also provides the required guidance and training for a limited term and/or intern position. This position is also involved in management and administration of the State space design standards governing workstation and office size allocation. As a technical professional, this position develops complex and technical space design procedures, concepts and standards.

GOALS AND WORKER ACTIVITIES

40% A. Manage and direct the statewide Facilities Interior Design program for the Department of Administration. Plan and direct office space occupancy studies, prepare cost/benefit analysis, and make recommendations to management regarding office space occupancy and remodeling activities.

A.1. Develop and implement a long-range plan for State office space occupancy including new building construction, planning building renovations and tenant relocations.

A.2. Oversee and direct the development and facility interior designs being completed by DOA. Evaluate potential contracted designers and review their work for compliance, accuracy and conformity to standards. Approve cost estimates and recommend project and/or budget approvals.

A.3. Direct and manage the space programming efforts for major office space. Advise state agency heads and administrators on process and procedures used to locate functions and to allocate space effectively. Represent the Owner and occupants during space planning, layout and fixture needs development with Developers, Contractors and Architects in construction of new and remodeled facilities. Participate in the RFP evaluation process and make recommendations concerning facility designs.

A.4. Work with the Real Estate Section of the Bureau of Real Estate Management and other agencies to develop RFP documents for new construction of state facilities. This includes information such as facility overview, specific facility needs, parking, ADA requirements, finishes and general construction specifications.

A.5. Discuss program and layout alternatives with building management, tenant representatives, administrators, department heads and other executives throughout Wisconsin. Provide consultative and advisory services. Offer technical expertise and direct the general organization of design.

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A.6. Plan and direct the preparation and implementation of office space surveys for state agencies. This includes documentation of functional relationships and office space needs that are used in facilities design efforts.

A.7. Convene periodic meetings of interior design staff from all state agencies to discuss programming and design issues, procedures and standards. Recommend state government-wide standards to be used.

A.8. Review and approve the development of all space configuration plans done by other state agencies and evaluate for conformance with space standards, compliance with Health, Safety, Fire and Building Codes and impact on the building HVAC and electrical system.

A.9. Evaluate floor plans and design documents prepared by tenant representatives and consultants. Identify changes required to comply with federal, state and local codes; with building operating policies and building capacities and establish space standards. Prepare appropriate written comments for management review and decision-making. Assist in the development of agency workspace improvement policies and procedures including guidelines, signage, wayfinding systems, colors and office appearance.

A.10. Assist tenant agency space managers in the development of office space. Assist with the definition of the scope of work, estimated cost, construction planning and phasing, and the impact on tenant and building maintenance operations. Provide instruction to tenant space managers in the application of space layout and design principals consistent with Division building policies.

A.11. Provide ongoing development of office space guidelines and standards to be applied in state office buildings and leased spaces.

A.12. Complete construction cost estimates and timelines for interiors work in new building construction, potential remodeling and renovation projects. Prepare life cycle cost analysis of development alternatives.

A.13. Advise building managers preparing annual and biennial plans for state office buildings concerning interior maintenance, fixtures and design needs; plans to be submitted for consideration in the Division's biennial operating budget.

A.14. Manage the interior improvement construction projects at various office buildings, tracking schedules and costs, coordinate work with tenant representatives and oversee compliance with construction specifications.

A.15. Research and evaluate the performance of construction materials, furnishings and surface materials within the various state office buildings.

A.16. Identify and recommend solutions for space problems, worker population and tenant agency utilization in all state office buildings. Develop, assemble and maintain an adequate library of space management resource materials for use in office space design for statewide use.

20% B. Develop and prepare office space layout and interior designs for new buildings or remodel/renovation projects to ensure the efficient use of office space and building resources. Direct and manage the assigned construction projects to assure that the project is completed in accordance with the intended program, project budget and schedule.

B.1. Develop design concept alternatives, conferring with architectural, mechanical and electrical engineers to establish feasibility and effect of space layout plans and furniture on the building's heating, cooling, ventilation and electrical and data communications systems.

B.2. Prepare surveys, collect data and analyze survey results for relocation of tenants. This includes documentation of functional relationships and officer space needs that are used in facilities design efforts.

B.3. Provide consultation with tenant agency managers to develop design concepts and discuss layout alternatives. Assist tenant agency managers in the selection and ordering of furnishings funded by tenants in DOA owned and leased facilities.

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B.4. Utilize Divisions computer based design tools to create, present and review design alternatives. Prepare and direct design plans, specifications and bidding materials for procurement of interior design projects. Develop estimates of construction costs and develop budgets for projects for new and existing facilities.

B.5. Prepare specifications and bid documents for purchase of systems furniture, demountable partitions and furnishings for DOA facilities.

B.6. Assure that the project design meets all requirements of State standards and State Building Commission policies. Plan, schedule and direct the activities of the project budget preparation and construction project management so projects are completed within the approved budget and timeline.

B.7. Prepare bidding and construction documents for projects delegated to this Division. Review and approve contract change orders. Approve consultant and contractor pay requests. Carry out construction contract administration to ensure compliance with design plans and specifications and approved budget. Complete final project inspections, punch lists and final project closeout documents.

B.8. Develop and implement guidelines and standards for use of CAD programs and files, survey documents and related data storage. Develop and maintain CAD and design databases used in the space planning and design activities.

B.9. Maintain a current and comprehensive knowledge of architectural, construction and interior design principles and practices. Maintain awareness of upcoming technology as it applies to computer based space management and interior design software and hardware.

25% C. Provide supervision and team leadership for the Facilities Interior Design function in the Bureau and keep informed on the application of current technology and procedures for interior design

C.1. Recommend the hiring, transfer, suspension, promotion, evaluation, discipline and adjustment of grievances of subordinate employees. Hear first step grievances and recommend higher disciplinary action when necessary.

C.2. Organize, coordinate, and assign work of the Facility Design staff in the Bureau.

C.3. Review and evaluate work of Facility Design staff and counsel staff on performance, providing training suggestions as needed.

C.4. Establish and regularly update guidelines and procedures for use by facility designers in all state agencies to include project structure, roles and responsibilities, project scheduling, move management, post occupancy evaluations and ADA minimum code of standards.

15% D. Perform general administrative and personal development functions related to this position's assigned responsibilities and other duties assigned by Bureau Director.

D.1. Assist in the development of Bureau policies, procedures and strategic plans.

D.2. Participate in planning and development of the annual operating budget for the Bureau as well as the six-year plan for all the facilities managed by the Division.

D.3. Assist in the development and maintenance of a comprehensive CAD based inventory of interior design drawings and other tools used in the position.

D.4. Act as project leader for special Division-wide studies or programs. Coordinate input from other Division managers and staff. Prepare reports for consideration and action by DOA administrators and managers.

D.5. Assist with special projects and other duties as assigned by this position's Bureau Director.

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Knowledge, Skills and Abilities:

Management/supervisory skills including coaching, mentoring, disciplining if necessary

Knowledgeable of space design standards

Knowledgeable of real estate terms and practices

Knowledgeable of terms, related to data and telecom systems and practices

Experienced utilizing computer aided design (CAD) software in the completion of interior designs

Good project management skills

Ability to manage and oversee many ongoing projects at the same time

Ability to work with client agencies and achieve their goals while maintaining space standards

Ability to create interior designs that meet needs at a cost-effective price

Knowledge of basic accounting practices and experienced budgeting skills

Knowledgeable of Computer Aided Facilities Management Systems

Note: Special Requirement - A well-qualified candidate will have a minimum of a 4 year degree in interior design, architecture, engineering or other related field and a minimum of 10 years of experience in interior design, architecture, engineering or other related field.