

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Facilities Specialist</u>
Sch & Grade	<u>PAT-10</u>
Class Code	<u>BC25</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Engineering Support</u>

**PRIMARY PURPOSE:**

Performs responsible professional level design work for construction and/or major renovation of municipal facilities; acts as liaison on assigned municipal facilities projects for Division with project consultants and services; and assists the Facilities Architect in the area of outsourced work and strategic planning for management of municipal facilities, projects, manages small construction projects thru the design, & Construction process.

**SUPERVISION:**

Under the general supervision of the Registered Architect

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs complex design work as assigned for design & construction & municipal facilities, construction projects.
2. Prepares design plans and specifications for projects including but not limited to materials, equipment and services, as assigned by Facilities Architect.
3. Assists the Facilities Architect in assuring that services rendered are satisfactory and in compliance with contract terms.
5. Works closely with Client departments to develop projects for bidding for both Municipal Facilities & Design & construction departments.
6. Prepares cost estimates for assigned projects.
7. Serves on municipal facilities long and short-term planning team.
8. Prepares reports, makes presentations, and maintains accurate records and documentation on assigned projects thru the design & construction process.
9. Coordinates information requirements with all City departments requesting work.
10. Prepares and Processes approved pay requests, change orders, and contract changes, Substantial completion, final completion certificates for both bid construction projects and in house Municipal Facility projects.
11. Completes site visits/inspections for both in house and bid construction projects as assigned.

**IMPORTANT FUNCTIONS:**

1. Makes recommendations and assists in the preparation of estimated costs for projects.
2. Reads and interprets a variety of information such as plans and specifications, other construction documents, technical manuals, trade journals and testing information.
3. Attends seminars, workshops, conferences and other specialized training on municipal facilities management.
4. Utilizes a variety of computer applications such as databases, spreadsheets, word processing and specific software applications related to assigned work area.
5. Inspects and assesses municipal facilities as assigned. Recommends repair, remodeling and preventive maintenance projects to maintain quality of facilities.
6. Coordinates all information flowing between the consultants & Facility users during the design process

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, methods, and procedures involved in the complex design of municipal facilities and remodeling projects; familiar with the operation of computer hardware and communications within a networked computer system; knowledge of building standards and codes; building construction documentation process; Computer Aided Design (CAD) systems; math as it relates to drafting and design. Experience with LEED process of certification of municipal Buildings.

**Abilities**

Performs professional design duties; prepares architectural drawings; effectively coordinates a variety of municipal facility construction and remodeling projects; operates Computer Aided Design (CAD) systems; reads and understands technical manuals and Building Code books; maintains accurate records; follows oral and written instructions; communicates effectively both verbally and in writing; deals effectively and courteously with associates, contractors, outside agencies, and the general public; performs the essential functions of the job without posing a direct threat to the health and safety of others; effectively welcomes and embraces differences among employees and citizens; performs effectively as a member of the team in carrying out the City’s stated mission and philosophy. Ability to handle several projects at various stages of design, Construction, or planning stages.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Construction Management, architectural or related field with a minimum of five years of work experience in a Construction management or architectural field. Demonstrated and documented responsible work experience in a related field may be substituted for the education requirement on a year-for-year basis.

**Physical Requirements**

Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 30 pounds; must be able to hold and grip objects and possess the ability to operate a computer keyboard and mouse; must be able to distinguish primary colors; performs field work such as onsite reviews of projects. Site observation on a construction site during the construction process

**Working Environment**

Primarily indoors with heating and cooling regulated; may be exposed to extreme weather conditions and safety hazards associated with construction sites when occasionally conducting inspections & field work to investigate project construction areas.

**Licensing/Certification**

None required. Desire future ability to obtain Missouri Architect license/LEED certification.

**Miscellaneous Requirements**

If operating a motor vehicle for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator’s License.

<b>Last Revision:</b>	February 10, 2012	<b>GENERAL ORDINANCE NO.</b> 2514
<b>Comments:</b>	Updated Abilities	<b>Date:</b> December, 1975

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_