

The University of Texas at San Antonio

Job Description

Job Title: Facility Planning Specialist
Code: 15090
Salary Grade: 60
FLSA Status: Non-Exempt
Department/Division: Facilities Planning & Development
Reports To: Assistant Director of Planning & Development

Summary

- Function: To provide computer aided design drawings with emphasis on architectural/interior design and engineering disciplines. Provides ADA accessibility review, planning, and documentation for identified issues on campus.
- Scope: Responsible for preparing architectural/interior design, mechanical, electrical or civil engineering drawings.

Duties

- Typical:
 1. Uses computer aided design (CAD) & BIM systems to develop and design architectural drawings for planning, archives, and construction.
 2. Researches architectural/interior design/furniture and engineering drawings and provides data to sources within and outside the organization.
 3. Prepares architectural and engineering documents for building projects using detailed drawings, diagrams and specifications.
 4. Reproduces architectural/interiors/exterior furniture, MEP, landscape, and civil information for drawings.
 5. Assists to maintain the digital drawing files and specifications.
 6. Uses graphic design and illustration software to develop presentation drawings and diagrams for campus planning.
 7. Investigate, verify, and provide solutions that solve issues of ADA accessibility non-compliance in the campus built environment.
 8. Develop plans for ADA paths of travel on campus that incorporate access to ADA parking stalls and other key points of public access.
 9. Manage database of ADA issues on campus and propose annual corrective actions to make the campus more ADA compliant.
 10. Uses 3D modeling programs to develop planning studies.

11. Uses word processing and spreadsheet software to assist in the development of architectural programs.
12. Uses publishing software to prepare planning reports.
13. Provides minor project designs using CAD with other project software tools, performs product selection and monitors installation.
14. Develop and maintain Network Files. Responsibilities include organization and maintenance of all project documentation. Develop and maintain online documentation processes.
15. Maintain FPD Design Requirement Documents, including all Master Planning documents, and provide updates as needed.
16. **Performs other duties as assigned.**

- Periodic:

1. Purchases supplies necessary for drafting machines and equipment.
2. Attends training seminars on newest software releases.
3. Performs special projects as assigned.

Education

Required	Preferred
Associate's degree in drafting and design, or computer aided design (CAD); OR certificate of completion from a trade school program emphasizing CAD drafting or related field.	Bachelor's degree in Engineering or Architecture OR Engineering Technician Associates degree or related field. Registered Accessibility Specialist certification (RAS)

Other Requirements

Required	Preferred
Demonstrated ability to coordinate multiple, on-going projects.	N/A
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of responsible drafting and planning experience in an architectural or engineering environment. CAD and 3D modeling software expertise	Eight years of responsible drafting and planning experience in an architectural or engineering environment. Experience with, and working knowledge of ADA accessibility issues.

Equipment

Required	Possible

Personal computer, plotters, printers and standard office equipment.	
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Working Conditions

Usual	Special
Usual office environment.	Exposure to weather, mechanical, electrical equipment during field inspections.

Supervision

Received	Given
General from immediate supervisor.	General supervision of assigned support staff.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
