

SPACE UTILIZATION SPECIALIST FOR FACILITIES DESIGN & CONSTRUCTION

Function of Job:

Under general direction of designated supervisor, analyze and maintain documentation related to campus space use and assignment, review campus space requirements; recommend changes; develop and maintain utilization and planning statistics and documents.

Characteristic Duties and Responsibilities:

1. Research and analyze both space assignment and utilization, develop and/or review relevant statistics, and develop models.
2. Review and evaluate requests for space assignments, make and/or recommend assignments to appropriate campus committee/administrator, develop alternative solutions to meet priority needs, and assess cost of space as needed.
3. Hire, train, and supervise staff as assigned.
4. Prepare studies regarding space utilization and availability and make presentations on such topics to campus administrators and groups.
5. Manage and maintain all records related to space use and availability, including those available on the database and through CAD software applications.
6. Research and maintain campus standards for assignment of campus space, apply standards to space assignments, and recommend changes to standards as appropriate.
7. Make recommendations to administration and appropriate committees concerning assignment and utilization of campus space.
8. Manage all records of campus-owned properties, including deeds, drawings and maps; assess property needs and utilization; and provide recommendations regarding property acquisition and disposal.
9. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in engineering, architecture or related field, and four years of related experience.
2. Knowledge of computer applications related to space management, including experience with CAD and graphic information management systems applications.
3. Administrative and supervisory skills.
4. Effective communication skills.

Additional Desirable Qualifications:

1. Experience in a college/university setting.

6/26/00

System Approval

5/15/00

Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

