

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106490

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005707

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Facilities Management Services Administrator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005692 Deputy Director 5

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:  
Administrative

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:00 a.m.

TO: 4:00 p.m.

Report in location subject to change

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Plans, directs & coordinates all activities of Facilities Management Services Section of Properties & Facilities Office with responsibility for identifying, planning & budgeting facility operating services, maintenance, repairs & renovations involving full range of building services & systems (e.g., heating, ventilating & air conditioning systems; building water & sewage systems & building electrical systems); oversees management of facilities maintenance, repair, renovation & new construction through in-house staff or by contract; responsible for operation & maintenance, repair/renovation of Department of Administrative Services owned & managed buildings & grounds, including Governor's residence; analyzes & develops policies & procedures for Facilities Management Services Section; supervises unit managers & manages over 100 section employees (e.g., building superintendents, first-line building maintenance supervisors, trades people, heating & air conditioning technicians, facilities maintenance & custodial personnel & administrative/clerical staff); exercises authority to hire, transfer, suspend, layoff, promote, recall, discharge, assign, reward or discipline section employees.	Knowledge of (1) facilities management (e.g., operating services, maintenance, repair, renovation, new construction, budgets & staffing); (2) building services & systems (e.g., heating, ventilating/air conditioning systems, building water & sewage systems & building electrical systems); (3) facilities maintenance, repair, renovation & new construction contract negotiation & oversight; (4) construction industry; (5) management principles & practices; (6) personnel functions (e.g., labor relations; workforce planning, supervision employee training & development); (7) public & human relations; (8) budget development & monitoring; (9) agency policies & procedures relating to facilities management, operations, maintenance & renovation*. Skill in (10) operation of personal computer & basic office task-related software. Ability to (11) establish cohesive work environment; (12) answer sensitive inquiries from & contacts with officials & general public; (13) define problems, collect data, establish facts & draw valid conclusions; (14) deal with many variables & determine specific action; (15) prepare meaningful, concise & accurate reports within timelines.

\*developed after employment

JOB CODE TITLE  
Administrative Officer 3

JOB CODE  
63133

List Position Numbers & Job Titles of Positions Directly Supervised:

20005708 Executive Secretary 1      20005782 Administrative Officer 2  
20005710 Administrative Officer 2      20005791 Administrative Officer 1  
20005756 Building Maint Supt 2      20005807 Administrative Staff

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhovenka* 4/15/09

*apd 4-15-09 al*

