POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106490

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	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
20005495 Deputy Director 6

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☒ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

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:
20005694 Management Analyst Supervisor 2
20005708 Executive Secretary 1
20005710 Administrative Officer 2
20005714 Administrative Officer 1
20005756 Administrative Officer 1
20005782 Administrative Officer 2
20005791 Administrative Officer 1
20005807 Administrative Staff

SIGNATURE OF AGENCY REPRESENTATIVE	DATE
Jeffrey Westhoven/ce	10/27/10

Appl 10.29.10 ce

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Bargaining Unit 22

Page 2 of 2

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
15	Develops & monitors fiscal activities, section operating budget & elements of department capital budget: approves section expenditures.	Knowledge of 1, 5, 6, 8, 9* Ability to 13, 14, 15
15	Maintains liaison with Real Estate Services Section with respect to planning & scheduling changes in building tenant occupancies in assigned buildings: explains policies & programs; responds to telephone & written inquiries & complaints.	Knowledge of 1, 2, 4, 5, 7, 9* Skill in 10 Ability to 12, 13, 14, 15
		<u>Position Specific Minimum Qualifications</u> 36 mos. exp. managing, coordinating, identifying, planning & budgeting for facility operating services, maintenance, repairs, renovations & new construction involving full range of building services & systems (e.g., heating, ventilating & air conditioning systems, building water & sewage systems & building electrical systems); 24 mos. exp. overseeing facilities maintenance, repair, renovation & new construction contracts.
	This position is overtime exempt	*developed after employment

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JOB CODE
63133

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