

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Properties & Facilities	COUNTY OF EMPLOYMENT Cuyahoga

POSITION NUMBER 20005707	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Facility Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization

<input checked="" type="checkbox"/> Permanent	<input checked="" type="checkbox"/> Classified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22
<input type="checkbox"/> Temporary	<input type="checkbox"/> Unclassified	If FLSA Exempt, exemption type: Administrative	Page 2 of 2
<input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Essential		

NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00 a.m. TO: 5:00 p.m. Report in location and work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Analyzes, evaluates & develops budget & operating standards (e.g., maintenance, repair, security & housekeeping of building & grounds); assures operational procedures are within state & federal statutes & regulations; interprets new legislation, rules & regulations; negotiates contracts for major purchases; directs collection of data used in determining annual costs & budget projections of operations; monitors & controls expenditures to ensure that expenditures do not exceed budget allocations; analyzes, evaluates & monitors efficiency & effectiveness of established operating procedures, & keeps Facility Operations Manager & Facilities Management Administrator informed of all situations that could affect accomplishments of goals & objectives of Office of Properties & Facilities (OPF).	Knowledge of 1, 6*, (22) budgeting; (23) negotiate variety of contracts. Skill in 10 Ability to 11, 12, 16, (24) monitor & control expenditures.
15	Serves as liaison with regulatory agency representatives, contractors & tenants; attends or conducts staff meetings to communicate work assignments & updates; responds to telephone or written inquiries & complaints; serves on committees.	Knowledge of 1, 8*, 9 Skill in 10 Ability to 11, 12, 16, 20, (25) resolve complaints from agency representatives, contractors & tenants.
15	Establishes & maintains management control reporting systems; prepares &/or oversees preparation of reports on facilities maintenance program status &/or expenditures; prepares variety of reports, correspondence, specifications, contracts, & maintenance & repair records as needed; oversees input of information into OPF Facilities Management Databases for assigned facilities.	Knowledge of 1 Skill in 10 Ability to 11, 12, 16, (26) prepare correspondence & compile data into clear, concise, detailed reports.

Apd 4.13.15 @

JOB CODE 63123	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/10/15
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