

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106481

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Cuyahoga

POSITION NUMBER
20005707

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Assistant Facility Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

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
50	Provides facilities management program direction at Lausche State Office Building, Cleveland Ohio by relieving superior of variety of difficult administrative duties: coordinates & oversees facility management activities (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment): formulates & implements program policy (e.g., Lausche Building Maintenance Operations Policy & Procedures, Lausche Security Operations Policy & Procedures, Lausche Employee (Contractor) Safe Work Practices Policy & Procedures); coordinates daily operations of maintenance & repair unit; plans & implements comprehensive building maintenance plan, overall facilities management plan & custodial care program; assigns work & reviews work assignments with maintenance staff to ensure priorities are adhered to; inspects work in progress & completed work for conformance to established standards, specifications & instructions; directs activities of staff (e.g., provides work direction, schedules work activities, evaluates performance, approves payroll, administers discipline, provides training); checks progress & results of contractors in renovation of assigned facilities; coordinates personnel transactions, overtime & vacation schedules to assure adequate staffing; investigates & resolves occupant complaints including those concerning conduct of employees, & investigates alleged violations of rules; enforces policies, work rules, regulations, safety policies & procedures; responds to systems emergency situations 24 hrs/day, 7 days/week, which may require to wear pager &/or carry cell phone.	Knowledge of (1) management; (2) workforce planning; (3) supervisory principles/techniques; (4) building safety regulations, risk management/safety programs; (5) employee training & development; (6) state, federal building regulations & codes*; (7) standard practices, methods, tools, materials & equipment used in large scale facilities maintenance & custodial care program; (8) principles & practices of public personnel administration*; (9) human relations. Skill in (10) operation of PC & related hardware & software (e.g., MS Word, Excel, Access, Outlook, OAKS*). Ability to (11) apply principles to solve practical, everyday problems; (12) define problems, collect data, establish facts and draw valid conclusions; (13) plan, organize & coordinate work of others; (14) supervise & motivate work efforts of others; (15) interact courteously, tactfully & respectfully with persons of diverse backgrounds; (16) write & speak accurately & effectively; (17) conduct fact-finding investigations; (18) establish & maintain effective working relationships; (19) establish & accomplish goals & objectives; (20) respond to building & maintenance issues 24X7; (21) carry cell phone or wear pager. *developed after employment.

JOB CODE TITLE
Program Administrator 2

63123
List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce 2/7/13

apd 2-8-13 ol

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Department of Administrative Services
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General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Cuyahoga

POSITION NUMBER
20005707

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Assistant Facility Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:
Administrative

Bargaining Unit 22
Page 2 of 2

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.

*developed after employment.

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123

List Position Numbers & Job Titles of Positions Directly Supervised:
See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhorne/ea

2/7/13

apl 2-8-13ol