

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106465
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005715	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Facility Manager 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20075551 Administrative Officer 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 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 subject to change				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
50	Organizes & coordinates facilities management program activities at Surface Road location of Department of Administrative Services, General Services Division (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment) & supervises assigned staff: 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) work-force 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). 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 63131	List Position Numbers & Job Titles of Positions Directly Supervised: 20005738 Security Officer 1 20005765 Building Maintenance Supervisor 20076583 Security Officer 1		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/pc</i>	
			DATE 1/10/12	

Apd 1-09-12 (aw)

JOB CODE TITLE
Administrative Officer 1

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106465

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005715

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Facility Manager 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20075551 Administrative Officer 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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 subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Analyzes, evaluates & develops budget, policies, procedures & 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) develop policies & procedures; (25) monitor & control expenditures.
15	Serves as liaison with regulatory agency representatives, contractors, tenants & State Architect's Office; 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, (26) 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, (27) prepare correspondence & compile data into clear, concise, detailed reports.

*developed after employment.

JOB CODE TITLE
Administrative Officer 1

JOB CODE
63131

List Position Numbers & Job Titles of Positions Directly Supervised:

20005738 Security Officer 1
20005765 Building Maintenance Supervisor
20076583 Security Officer 1

SIGNATURE OF AGENCY REPRESENTATIVE

Jeffrey Westhoven/cc

DATE

1/10/12

Open 1-09-12-00