

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106495
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005756	<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 Facilities Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005692 Deputy Director 5	
	<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
65	Assists in facilities management program direction within Department of Administrative Services by acting for superior: organizes & coordinates facilities management program activities at Frank J. Lausche State Office Building, Michael V. DiSalle Government Center, & Oliver R. Ocasek Government Office Building locations (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment); formulates & implements program policies, procedures & training for major programs (e.g., PERRP/OSHA Health & Safety Program, & Comprehensive Properties & Facilities Management Program which includes Maintenance Operations, Building Systems Inventory, Building Energy-Conservation & Emergency Coordination & Communications); manages facility management operations; oversees contracted maintenance, housekeeping & security personnel at Rhodes Tower; ensures implementation of comprehensive building maintenance plans; assigns work & reviews work assignments with assigned staff; reviews & directs work assignments of contracted maintenance, housekeeping & security staff; inspects work in progress & completed work for conformance to established standards, specifications & instructions; supervises & directs activities of assigned 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; reviews assigned staff & contracted personnel transactions, overtime & vacation schedules to assure adequate staffing; investigates & resolves building occupant complaints including those concerning conduct of employees & contracted maintenance, housekeeping & security personnel, & 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 wearing a pager &/or carrying a cell phone.	Knowledge of (1) facility management (e.g., heating, ventilating & air conditioning systems, building water & sewer systems, building electrical systems); (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) management principles/techniques ; (10)) formulating & implementing policies & procedures. Skill in (11) operation of personal computer & related hardware & software (e.g., MicroSoft Word, Excel, Access, Outlook). Ability to (12) apply principles to solve practical, everyday problems; (13) define problems, collect data, establish facts and draw valid conclusions; (14) plan, organize & coordinate work of others; (15) supervise & motivate work efforts of others; (16) interact courteously, tactfully & respectfully with persons of diverse backgrounds; (17) write & speak accurately & effectively; (18) conduct fact-finding investigations; (19) establish & maintain effective working relationships; (20) establish & accomplish goals & objectives; (21) respond to building & maintenance issues 24X7; (22) carry cell phone or wear pager.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/29/11
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Apr 11-30-11 (aw)

JOB CODE TITLE
 Program Administrator 3

JOB CODE
 63124

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
JOB CODE TITLE Program Administrator 3	15	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 Chief Administrator informed of all situations that could affect accomplishments of goals & objectives of Office of Properties & Facilities (OPF).	Knowledge of 1, 6*, (23) budgeting; (24) negotiate variety of contracts. Skill in 11 Ability to 12, 13, 17, (25) develop policies & procedures; (26) monitor & control expenditures.	
	10	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 11 Ability to 12, 13, 17, (27) resolve complaints from agency representatives, contractors & tenants.	
	10	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 11 Ability to 12, 13, 17, (28) prepare correspondence & compile data into clear, concise, detailed reports.	
JOB CODE 63124	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/jcc</i>	
			DATE 11/29/11	

Appd 11-30-11 qrb