

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 Franklin

POSITION NUMBER 20005756	<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 Northern Region Facilities Manager		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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 & work hours are subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
65	<p>Plans, directs & coordinates facilities management program within Department of Administrative Services, General Services Division at Frank J. Lausche State Office Building, Michael V. DiSalle Government Center locations (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment) & supervises Assistant Facility Managers at each location & coordinates daily operations & overall facility management plan at Ocasek Government Office Building: develops & implements policy & procedures (e.g., Ocasek Building Maintenance Operations Policy & Procedures, Ocasek Security Operations Policy & Procedures, Ocasek Employee Safe Work Practices & Procedures); manages facility management operations; oversees contracted maintenance, housekeeping & security personnel at all three buildings; ensures implementation of comprehensive building maintenance plans; assigns work & reviews work assignments with facility management contractor as needed to ensure priorities are adhered to; inspects work in progress & completed work for conformance to established standards, specifications & instructions; 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 & investigates alleged violations of rules; enforces policies, work rules, regulations, safety policies & procedures; recommends, formulates & implements 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); responds to systems emergency situations 24 hrs/day, 7 days/week, which may require wearing a pager &/or carrying a cell phone.</p>	<p>Knowledge of (1) commercial 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.</p> <p>*developed after employment.</p>		
JOB CODE 63134	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/9/15	

Apd 2-9-15 (pc)

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
Franklin

POSITION NUMBER
20005756

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Northern Group Facilities Manager

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	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 State Chief Facilities Officer informed of 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) monitor & control expenditures.
10	Serves as liaison: consults with regulatory agency representatives, contractors, building occupants & 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, (26) 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; other duties as assigned.	Knowledge of 1 Skill in 11 Ability to 12, 13, 17, (28) prepare correspondence & compile data into clear, concise, detailed reports.

*developed after employment.

JOB CODE TITLE
Program Administrator 3

JOB CODE
63134

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

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
2/9/15

Apd 2.9.15 (ca)