

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005779	<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 Capital Projects 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 type="checkbox"/> Classified <input checked="" 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 subject to change).			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
65	<p>Under general direction of the State Chief Facility Officer (SCFO), manages capital improvement projects affecting planning &amp; construction pertaining to all DAS owned facilities: provides direction, rule &amp; policy interpretation (e.g., completes or directs responsibility analysis of contractors, monitors bid/award process, directs contract preparation, monitors Controlling Board criteria; oversees 72 hour notices to perform service &amp; 5/15 notices); analyzes projects &amp; determines appropriate budget based on published &amp; historical projects costs; ensures projects are in accordance with departmental standards &amp; applicable codes; arbitrates contract disputes; oversees renovation &amp; new construction involving full range of building services (e.g., heating ventilation &amp; air conditioning systems, building water &amp; sewage systems &amp; building electrical systems); coordinates building renovations, Capital Improvements, new construction &amp; related construction projects with Ohio Facilities Construction Commission, facility managers &amp; tenants; analyzes, evaluates &amp; develops policies &amp; procedures; participates in selection of architectural &amp; engineering (A/E) service contractors &amp; negotiation/coordination of A/E contracts for programming, planning &amp; design of facility renovations &amp; new construction; reviews &amp;/or coordinates review of architectural plans, specifications &amp; cost estimates; reviews/finalizes owner requests for services in Ohio Register; scores project submission; oversees associate interviews &amp; assigns scores; reviews technical proposals; negotiates fees &amp; services; reviews &amp; approves change orders; prepares &amp; maintains records &amp; reports on current &amp; completed projects; reviews Capital Improvement Projects plans &amp; makes recommendations to SCFO; prepares bid specifications &amp; cost estimates for renovation projects; assists architects, contractors &amp; other managerial or supervisory personnel in developing timelines &amp; providing quality services; oversees renovation &amp; new construction contracts; maintains records &amp; prepares reports (e.g., project status &amp; expenditures); assists other managers in developing preventive maintenance programs for new &amp; existing facilities.</p>	<p>Knowledge of (1) project management and project management life cycle methodologies; (2) architecture &amp; engineering mechanics &amp; graphics; (3) contract negotiation &amp; coordination; (4) programming, planning &amp; design of facility renovation &amp; new construction; (5) Ohio building codes &amp; related regulations applicable to projects; (6) public &amp; human relations; (7) budgeting; (8) agency policies &amp; procedures relating to construction, renovation &amp; capital projects*; (9) understand manuals &amp; verbal instructions, technical in nature (10) facilities maintenance, repair, renovation &amp; new construction involving full range of building services (e.g., heating, ventilating &amp; air conditioning systems, building water &amp; sewage systems &amp; building electrical systems). Skill in (11) operation of computer hardware of associated software (e.g., Microsoft Work, Excel, Access, PowerPoint, OAKS*). Ability to (12) read blueprints; (13) estimate costs &amp; prepare bid specifications; (14) meet deadlines; (15) evaluate &amp; negotiate contracts; (7) review &amp;/or draw plans &amp; specifications in compliance with applicable building codes &amp; related regulations; (16) define problems, collect data, establish facts &amp; draw valid conclusions; (17) write reports, policies, procedures &amp; regulations; (18) handle routine &amp; sensitive inquiries from consultants, contractors, other governmental representatives &amp;/or community agency representatives.</p> <p>*developed after employment.</p>		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/11/15	

Apd 2.5.15 (cc)

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AGENCY/DEPT ID  
DAS/DAS105000

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005779

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Capital Projects 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

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 & work hours subject to change).

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Provides professional assistance regarding proposed construction or renovation projects to contractors, applicants &/or other governmental representatives: advises departmental officials concerning new policies, process or procedures to maximize programs or fiscal effectiveness; prepares/develops procedures, forms, contract language & assists in presenting information at Controlling Board.	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8*, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18
15	Completes planning, budgeting & programming services: prepares detailed cost estimates & costing analysis; writes technical specifications & selects manufacturers; provides design & construction consulting services; reviews/approves contractor payments; reviews/ approves manufacturer & supplier shop drawings; conducts or attends partnering sessions; monitors & evaluates contractor performance; assists contractor with procedures, communication & coordination; other duties as assigned.	Knowledge of 1, 2, 3, 5, 6, 7, 8*, 9, 10 Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18
This position is in the unclassified service per section 124.11(A) (9) of the Ohio Revised Code.		*developed after employment.

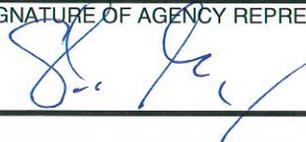
JOB CODE TITLE  
Project Manager 1

JOB CODE  
63381

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



2/11/15

Apd 2.5.15 @e