

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

POSITION NUMBER 20005779	<input type="checkbox"/> Reclassification <input checked="" 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).				
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	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 & construction pertaining to all DAS owned facilities: provides direction, rule & 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 & 5/15 notices); analyzes projects & determines appropriate budget based on published & historical projects costs; ensures projects are in accordance with departmental standards & applicable codes; arbitrates contract disputes; oversees renovation & new construction involving full range of building services (e.g., heating ventilation & air conditioning systems, building water & sewage systems & building electrical systems): coordinates building renovations, Capital Improvements, new construction & related construction projects with Ohio Facilities Construction Commission, facility managers & tenants; analyzes, evaluates & develops policies & procedures; participates in selection of architectural & engineering (A/E) service contractors & negotiation/coordination of A/E contracts for programming, planning & design of facility renovations & new construction; reviews &/or coordinates review of architectural plans, specifications & cost estimates; reviews/finalizes owner requests for services in Ohio Register; scores project submission; oversees associate interviews & assigns scores; reviews technical proposals; negotiates fees & services; reviews & approves change orders; prepares & maintains records & reports on current & completed projects; reviews Capital Improvement Projects plans & makes recommendations to SCFO; prepares bid specifications & cost estimates for renovation projects; assists architects, contractors & other managerial or supervisory personnel in developing timelines & providing quality services; oversees renovation & new construction contracts; maintains records & prepares reports (e.g., project status & expenditures); assists other managers in developing preventive maintenance programs for new & existing facilities.</p>		<p>Knowledge of (1) project management and project management life cycle methodologies; (2) architecture & engineering mechanics & graphics; (3) contract negotiation & coordination; (4) programming, planning & design of facility renovation & new construction; (5) Ohio building codes & related regulations applicable to projects; (6) public & human relations; (7) budgeting; (8) agency policies & procedures relating to construction, renovation & capital projects*; (9) understand manuals & verbal instructions, technical in nature (10) facilities maintenance, repair, renovation & new construction involving full range of building services (e.g., heating, ventilating & air conditioning systems, building water & sewage systems & 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 & prepare bid specifications; (14) meet deadlines; (15) evaluate & negotiate contracts; (7) review &/or draw plans & specifications in compliance with applicable building codes & related regulations; (16) define problems, collect data, establish facts & draw valid conclusions; (17) write reports, policies, procedures & regulations; (18) handle routine & sensitive inquiries from consultants, contractors, other governmental representatives &/or community agency representatives.</p> <p>*developed after employment.</p>	
JOB CODE 63381	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 12/2/14	

Apd 12.2.14 (cc)

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JOB DESCRIPTION AND WORKER CHARACTERISTICS				
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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		
*developed after employment.				
JOB CODE TITLE 63381 Project Manager 1	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
JOB CODE 63381			DATE 12/2/14	

Appd 12.2.14 (cc)