

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106440
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005782	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>						
	USUAL WORKING TITLE OF POSITION Facility Manager 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005707 Administrative Officer 3						
	<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 Page 1 of 2					
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 a.m. TO: 4:30 p.m.								
JOB DESCRIPTION AND WORKER CHARACTERISTICS									
<table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">65</td> <td style="vertical-align: top;"> Under administrative direction of Facilities Management Administrator, plans, develops, organizes & coordinates all building operation activities for Facilities Management Section of Department of Administrative Services (DAS) & supervises assigned staff; recommends, develops & implements required policies & procedures for building operations; plans, directs & coordinates personnel & fiscal activities for 246 N. High & 35 E. Chestnut Building Complex & adjoining parking garage facilities; supervises facility staff, oversees all external contractors, develops & monitors building operation budgets & approves expenditures; manages all building system replacements, improvements & new construction activities at 246/35 complex; recommends, develops & implements effective goals & metrics for successfully monitoring performance of Facilities Operations Team; maintains records & prepares reports (e.g., Building Equipment Condition & Service Status, Energy Usage, Project Progress, Quality Assessment); provides direction as necessary & desirable to other Facility Managers for variety of complex & technical administrative duties in management & coordination of building operations (e.g., Building Operations Quality & Condition Assessments, Preventive Maintenance Operations, & Building Operation Standards, Policies, Procedures & Best Practices); responds to facility operation concerns & ensures compliance with federal, state & local building regulations & codes; assists, as directed, in preparation of operating budgets for all DAS-managed facilities & assists in development of capital improvement budgets; oversees & coordinates maintenance & repair of building systems & components (e.g., heating, ventilating & air conditioning systems, building water & sewer systems, building electrical systems); recommends, 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); coordinates management of facility operational functions & assets to maximize efficiencies & provide direction to building managers regarding daily building operations, maintenance requirements, building emergencies & project </td> <td style="vertical-align: top;"> Knowledge of (1) budgeting; (2) high-rise facility management (e.g., heating, ventilating & air conditioning systems, building water & sewer systems, building electrical systems); (3) workforce planning; (4) supervision principles; (5) agency policies & procedures*; (6) safety practices & procedures pertaining to maintenance & facility operations; (7) public relations; (8) state & federal building regulations & codes. 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List Position Numbers & Job Titles of Positions Directly Supervised: 20005775 Air Quality Technician Supervisor 20005779 Building Maintenance Supervisor 20005783 Office Assistant 3		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/16/09						

apcl 4-16-09 ad

JOB CODE TITLE
 Administrative Officer 2
 JOB CODE
 63132

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		assignments with deadlines; reviews completed work assignments; provides feedback, & follow-up with tenants.		
JOB CODE TITLE 63132 Administrative Officer 2	15	Implements, monitors, upgrades & manages computerized Facilities Management Database System for building maintenance & repairs, employee roster, scheduling, work orders, preventive maintenance, condition assessments, vendor & contract management: provides energy usage information in EPA Portfolio Manager System for State's Energy Program; recommends, evaluates, negotiates & manages contracts with respect to building operations.	Knowledge of 2, 3, 4, 5*, 6, 7, 18 Skill in 9 Ability to 10, 12, 13, 15, 16, 17	
	15	Coordinates, develops & implements needed manuals & other documents to effectively communicate operational objectives to tenants, employees, superiors & others (e.g., Facilities Management Operations Manual, Emergency Response Policy & Procedure Guidelines, Building Tenant Handbooks, Health & Safety Manual); coordinates operational functions for capital improvement projects being conducted at DAS-managed buildings.	Knowledge of 2, 3, 4, 5*, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 15, 16, 17, 18	
	5	Assists Facilities Management Administrator in planning, directing & administering daily functions of Facilities Management Section & acts for Facilities Management Administrator, during absences: assists Facilities Management Administrator with administrative duties in oversight of operations & contract management of State of Ohio Computer Center (SOCC), as needed.	Knowledge of 2, 3, 4, 5*, 6, 7, 8 Skill in 9 Ability to 10, 11, 12, 13, 15, 16, 17, 18	
			Position Specific Minimum Qualifications: 12 mos. exp. in planning & completion of high-rise facility maintenance, repair & renovation involving full range of building services (e.g., heating, ventilating & air conditioning systems; building water & sewer systems; building electrical systems). *developed after employment	
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