

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005782

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Facility Manager 2 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005707 Administrative Officer 3

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Administrative Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|---|--|
| 65 | Under administrative direction 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; | 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. Skill in (9) operation of personal computer & associated hardware/software (e.g., MS Office Suite). Ability to (10) carry out detailed written or oral instructions; (11) evaluate & negotiate contracts; (12) apply principles to solve practical everyday problems; (13) define problems, collect data, establish facts & draw valid conclusions; (14) calculate fractions, decimals & percentages; (15) prepare meaningful, concise & accurate reports; (16) cooperate with co-workers on group projects; (17) establish professional & respectful organizational culture; (18) handle sensitive telephone & face-to-face inquiries & contacts with public & governmental officials. *developed after employment |

JOB CODE TITLE
Administrative Officer 2

Apr 10 10:29:10 AM

JOB CODE
63132

List Position Numbers & Job Titles of Positions Directly Supervised:
20005715 Custodial Work Supervisor
20005759 Building Maintenance Supervisor
20005775 Air Quality Technician Supervisor
20005779 Building Maintenance Supervisor

SIGNATURE OF AGENCY REPRESENTATIVE: *Jeffrey Westhonen/ce* DATE: 10/29/10

| | | |
|--|---|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS106495 |
| 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"/> Agency Organizational Tree | | | | | | | | | | | | | | | | | | |
|--|---|---|--|---------------------------------------|-----------------------------------|-------------------------------|--|--|--|----|---|---|----|--|--|---|--|--|--|--|---|
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| | <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 2 of 2 | | | | | | | | | | | | | | | | | |
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App'd 10-29-10

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Administrative Officer 2