

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
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	
	USUAL WORKING TITLE OF POSITION Senior 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: 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	<p>Serves as program manager over assigned projects &/or sub-projects, including all phases of project management related to building operation activities (e.g., modification, enhancements, new construction) at Riffe Center for Government & Arts: recommends, develops & implements required policies & procedures for building operations; plans, directs & coordinates personnel & fiscal activities for building & parking garage facility; oversees external contractors; develops & monitors building operation budgets & approves expenditures; manages building system replacements, improvements & new construction activities; 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 in preparation of operating budgets for 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 & provides direction to contracted maintenance, housekeeping & security staff regarding daily building operations, maintenance requirements, building emergencies & project assignments with deadlines; provides feedback & follow-up with tenants; has supervisory responsibility over Governor's Residence Manager.</p>		<p>Knowledge of (1) program & project management; (2) high-rise facility management (e.g. heating, ventilating & air conditioning systems, building water & sewer systems, building electrical systems); (3) workforce planning; (4) budgeting; (5) supervision principles; (6) agency policies & procedures*; (7) safety practices & procedures pertaining to maintenance & facility operations; (8) public relations; (9) state & federal building regulations & codes.</p> <p>Skill in (10) operation of personal computer & associated hardware/software (e.g. MS Office Suite) Ability to (11) carry out detailed written or oral instructions; (12) evaluate & negotiate contracts; (13) apply principles to solve practical everyday problems; (14) define problems, collect data, establish facts & draw valid conclusions; (15) use of statistical analysis; (16) prepare meaningful, concise & accurate reports; (17) cooperate with co-workers on group projects; (18) establish professional & respectful organizational culture; (19) handle sensitive telephone & face-to-face inquiries & contacts with public & governmental officials; (20) develop & implement policies & procedures.</p> <p>*developed after employment</p>	
JOB CODE TITLE Protect Manager I	List Position Numbers & Job Titles of Positions Directly Supervised: See Table of Organization		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Setchec</i>	
JOB CODE 63381			DATE 11/7/14	

Apud 11/7/14 (cc)

