

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106470

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005783

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Assistant Facility 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 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	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	<p>Organizes & coordinates facilities management program activities at South Front Street location of Department of Administrative Services, General Services Division (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment) & supervises assigned staff; coordinates daily operations of maintenance & repair unit; plans & implements comprehensive building maintenance plan, overall facilities management plan & custodial care program; assigns work & reviews work assignments with maintenance staff to ensure priorities are adhered to; inspects work in progress & completed work for conformance to established standards, specifications & instructions; directs activities of staff (e.g., provides work direction; schedules work activities; evaluates performance; approves payroll; administers discipline; provides training); checks progress & results of contractors in renovation of assigned facilities; coordinates personnel transactions, overtime & vacation schedules to assure adequate staffing; investigates & resolves occupant complaints including those concerning conduct of employees, & investigates alleged violations of rules; enforces policies, work rules, regulations, safety policies & procedures; responds to systems emergency situations 24 hrs/day, 7 days/week, which may require to wear pager &/or carry cell phone.</p>	<p>Knowledge of (1) management; (2) work-force planning; (3) supervisory principles/techniques; (4) building safety regulations, risk management/safety programs; (5) employee training & development; (6) state, federal building regulations & codes*; (7) standard practices, methods, tools, materials & equipment used in large scale facilities maintenance & custodial care program; (8) principles & practices of public personnel administration*; (9) human relations. Skill in (10) operation of PC & related hardware & software (e.g., MS Word, Excel, Access, Outlook). Ability to (11) apply principles to solve practical, everyday problems; (12) define problems, collect data, establish facts and draw valid conclusions; (13) plan, organize & coordinate work of others; (14) supervise & motivate work efforts of others; (15) interact courteously, tactfully & respectfully with persons of diverse backgrounds; (16) write & speak accurately & effectively; (17) conduct fact-finding investigations; (18) establish & maintain effective working relationships; (19) establish & accomplish goals & objectives; (20) respond to building & maintenance issues 24X7; (21) carry cell phone or wear pager.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/ea

8/30/12

JOB CODE
63131

JOB CODE TITLE
Administrative Officer 1

ged 9.12.12 (aw)

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Assistant Facility Manager

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Bargaining Unit 22

If FLSA Exempt, exemption type:
Administrative

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Analyzes, evaluates & develops budget, policies, procedures & operating standards (e.g., maintenance, repair, security & housekeeping of building & grounds): assures operational procedures are within state & federal statutes & regulations; interprets new legislation, rules & regulations; negotiates contracts for major purchases; directs collection of data used in determining annual costs & budget projections of operations; monitors & controls expenditures to ensure that expenditures do not exceed budget allocations; analyzes, evaluates & monitors efficiency & effectiveness of established operating procedures, & keeps Facility Operations Manager & Facilities Management Administrator informed of all situations that could affect accomplishments of goals & objectives of Office of Properties & Facilities (OPF).	Knowledge of 1, 6*, (22) budgeting; (23) negotiate variety of contracts. Skill in 10 Ability to 11, 12, 16, (24) develop policies & procedures; (25) monitor & control expenditures.
15	Serves as liaison with regulatory agency representatives, contractors, tenants & State Architect's Office; attends or conducts staff meetings to communicate work assignments & updates; responds to telephone or written inquiries & complaints; serves on committees.	Knowledge of 1, 8*, 9 Skill in 10 Ability to 11, 12, 16, 20, (26) resolve complaints from agency representatives, contractors & tenants.
15	Establishes & maintains management control reporting systems: prepares &/or oversees preparation of reports on facilities maintenance program status &/or expenditures; prepares variety of reports, correspondence, specifications, contracts, & maintenance & repair records as needed; oversees input of information into OPF Facilities Management Databases for assigned facilities.	Knowledge of 1 Skill in 10 Ability to 11, 12, 16, (27) prepare correspondence & compile data into clear, concise, detailed reports. <u>Position Specific Minimum Qualifications</u> 12 mos. exp. in planning & completion of low rise commercial 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.

JOB CODE TITLE
Administrative Officer 1

JOB CODE
63131

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See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/jc

8/30/12

Apd 9.12.12 (aw)