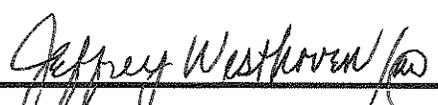


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| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS106460 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Office of Properties & Facilities | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|--|--|--|---|---------------------------------------|
| POSITION NUMBER 20005791 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | | | Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION Facility Manager | | 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 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 subject to change.) | | | | |

| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | |
|--|--|---|
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
| 50 | Organizes & coordinates facilities management program activities at Surface Road location of DAS, General Services Division (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment) & supervises assigned staff (e.g., provides work direction; schedules work activities; evaluates performance; approves payroll; administers discipline; provides training): 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; 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 required to wear pager &/or carry cell phone. | Knowledge of (1) management; (2) workforce 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. *developed after employment. |

| | | | |
|-------------------|--|--|---------|
| JOB CODE 63131 | List Position Numbers & Job Titles of Positions Directly Supervised: 20005711 Clerk 3 20005715 Custodial Worker Supervisor 20005765 Building Maintenance Supervisor | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
| | |  | 8/28/09 |

apd 8-31-09 al

| | | |
|--|---|--|
| POSITION DESCRIPTION | | AGENCY/DEPT ID Department of Administrative Services DAS106460 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Office of Properties & Facilities | COUNTY OF EMPLOYMENT Franklin |

| POSITION NUMBER 20005791 | <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 Facility Manager | | 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 22 Page 2 of 2 | | | | | | | | | | | | | | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. (Report-in location subject to change.) | | | | | | | | | | | | | | | | | |
| 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>20</td> <td>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).</td> <td>Knowledge of 1, 6*, (21) budgeting; (22) negotiate variety of contracts. Skill in 10 Ability to 11, 12, 16, (23) develop policies & procedures; (24) monitor & control expenditures.</td> </tr> <tr> <td>15</td> <td>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.</td> <td>Knowledge of 1, 8*, 9 Skill in 10 Ability to 11, 12, 16, 20, (25) resolve complaints from agency representatives, contractors & tenants.</td> </tr> <tr> <td>15</td> <td>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.</td> <td>Knowledge of 1 Skill in 10 Ability to 11, 12, 16, (26) prepare correspondence & compile data into clear, concise, detailed reports.</td> </tr> <tr> <td colspan="2"> This position is over-time exempt. </td> <td> *developed after employment. </td> </tr> </tbody> </table> | | | | % | 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*, (21) budgeting; (22) negotiate variety of contracts. Skill in 10 Ability to 11, 12, 16, (23) develop policies & procedures; (24) 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, (25) 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, (26) prepare correspondence & compile data into clear, concise, detailed reports. | This position is over-time exempt. | | *developed after employment. |
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| JOB CODE TITLE Administrative Officer I | List Position Numbers & Job Titles of Positions Directly Supervised: 20005711 Clerk 3 20005715 Custodial Worker Supervisor 20005765 Building Maintenance Supervisor | | SIGNATURE OF AGENCY REPRESENTATIVE  | | | | | | | | | | | | | | | |
| JOB CODE 63131 | | | DATE 8/28/09 | | | | | | | | | | | | | | | |

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