

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005794

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: SOCC Facility Project Manager POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

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: 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	Knowledge, Skills & Abilities
65	<p>Under general direction of State Chief Facilities Officer (SCFO), manages facility projects at State of Ohio Computer Center (SOCC); administers & manages multiple complex & concurrent projects &/or sub-projects & energy utilization/conservation initiatives, including all phases of project management, in collaboration with DAS Office of Information Technology (DAS/OIT), of which primary stakeholders are state, county & local agencies, boards, commissions & elected offices; assures operation & maintenance of physical facility & fixed assets of SOCC are equal to "Best Practices" in Data Center industry; works in partnership with DAS/OIT to evaluate & determine project requirements, risks, & ensure projects are in accordance with DAS/OIT standards & applicable codes; reviews project management & facility goals, objectives, projects, shortfalls & challenges to SCFO & makes recommendations of potential solutions; monitors & modifies delivery of project; oversees implementation schedule; plans, directs & coordinates relevant facility & project management fiscal activities; coordinates building renovations, capital improvements, new construction & related construction projects with Ohio Facilities Construction Commission; coordinates & participates in selection of architectural & engineering (A/E) services contractors to include evaluating technical proposals; coordinates & prepares procedures, forms, contract language & presents information at Controlling Board as required.</p>	<p>Knowledge of (1) data center facility management operations; (2) facility, project & program management; (3) public & human relations; (4) facilities strategic planning; (5) facilitating meetings & conversations; (6) government structure & process; (7) business administration; (8) state procurement policies & practices*; (9) budgeting; (10) public speaking; (11) technical writing; (12) agency policies & procedures relating to construction, renovation & capital projects*; (13) interviewing techniques; (14) workforce planning; (15) supervision principles; (16) Ohio building codes & related regulations applicable to projects; (17) federal &/or state laws, rules, regulations. Skill in (18) operation of PC & applicable hardware & software (e.g., Microsoft Word, Excel, Access, PowerPoint, MS Project, OAKS*).</p> <p>Ability to (19) manage multiple concurrent projects, tasks & programs; (20) define unusual problems, collect data, establish facts & draw valid conclusions; (21) handle routine & sensitive written, telephone & face-to-face inquiries from internal & external stakeholders, consultants, contractors & other public & governmental representatives; (22) create &/or edit technical materials to be presented orally or written form to variety of audiences; (23) work independently or collaboratively as part of team with diverse disciplines & backgrounds; (24) monitor & control expenditures; (25) prepare & deliver presentations/speeches to a variety of audiences; (26) develop complex & accurate reports; (27) meet deadlines; (28) read & comprehend manuals, construction documents & blueprints; (29) prepare bid specifications; (30) develop policies and procedures.</p> <p>*developed after employment.</p>

List Position Numbers & Job Titles of Positions Directly Supervised: SIGNATURE OF AGENCY REPRESENTATIVE: *Grip...* DATE: 10/6/15

Cpd 10.6.15 @c

JOB TITLE
Project Manager 1

JOB CODE
63381

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Position Hyperlinked to
Agency Organizational Tree

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SOCC Facility Project 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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

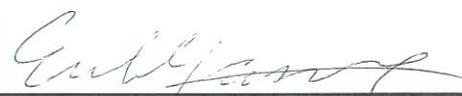
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Provides leadership for all facility related maintenance, repairs, renovations, improvements & construction involving a full range of building services (e.g., heating ventilation, air conditioning systems, building water systems, building electrical systems): oversees external facility management contractors & facility management activities; recommends, develops & implements required policies & procedures for facility management program.	Knowledge of: 1, 2, 3, 4, 5, 6, 7, 8*, 9, 10, 11, 12*, 13, 14, 15, 16, 17, 18 Skill in: 18. Ability to: 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30.
15	Makes general & technical presentations to organizations, executive management, public & private groups, primary stakeholders to include state, county & local agencies, boards, commissions & elected offices: attends meetings; performs other related duties as required; responds to systems emergency situations 24 hrs/day, 7 days/week, which may require carrying a cell phone.	Knowledge of: 1, 2, 3, 5, 6, 8*, 10, 11, 12*, 13, 17. Skill in: 18. Ability to: 19, 20, 21, 22, 23, 24, 26, 27, 28, 29.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/6/15

Cpd 10.6.15 (cc)

JOB CODE
63381

JOB TITLE
Project Manager 1