

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005803

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Project Scheduler/Estimator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:
Administrative

Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 am TO: 4:00 pm (Report in location & work hours subject to change)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	<p>Directs team of employees engaged in tenant & internal non-capital improvement & maintenance projects: develops & manages OPF maintenance staff schedules & provides work direction; creates project schedules for standard improvement projects; reviews project plans & drawings; determines lead times in conjunction with tenants, OPF facility managers, Real Estate & Planning (REP) & outside contractors; manages funding on planning, milestones & deliverables for project quotation & develops risk curves; creates project master schedule based on project quotation schedule & other project requirements; coordinates lead times with tenants', REP & outside contractors; monitors schedules, communicates delays, & resolves scheduling issues; maintains project software & contract related schedule coordination; anticipates schedule, cost, & resource deviations through trend analysis & earned value management (EVM); monitor project milestones, lead & participate in open-up, project progress & close down meetings; performs field audits to ensure scheduling process is working & quality services are performed; composes reports for management & project analysis; assists facility managers, tenants, state agencies, & other government entities as required to complete projects efficiently; provides consultation advice to governmental entities on policies & procedures; works cooperatively with business office staff to provide all required billing information; attends or conducts staff meetings to communicate work assignments & updates; audit progress & completeness of work assignments & projects.</p>	<p>Knowledge of (1) project management and project management life cycle methodologies; (2) workforce planning; (3) supervisory principles/techniques; (4) programming, planning & design of facility renovation; (5) Ohio building codes & related regulations applicable to projects; (6) public & human relations; (7) budgeting; (8) agency policies & procedures relating to renovation projects*; (9) understand manuals & verbal instructions, technical in nature (10) facilities maintenance, repair, renovation involving full range of building services (e.g., heating, ventilating & air conditioning systems, building water & sewage systems & building electrical systems). Skill in (11) operation of computer hardware of associated software (e.g., Microsoft Work, Excel, Access, PowerPoint, OAKS*); Ability to (12) read & interpret specifications, drawings & blueprints; (13) estimate costs & prepare cost projections; (14) prepare schedules, create work crews, coordinate relocation & movement of staff; (15) review & interpret plans & specifications in compliance with applicable building codes & related regulations; (16) define problems, collect data, establish facts & draw valid conclusions; (17) write reports, policies, procedures & regulations; (18) handle routine & sensitive inquiries from consultants, contractors, other governmental representatives. *developed after employment</p>

JOB CODE TITLE
Facilities Planning Project Manager

JOB CODE
63285

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/30/16

Apd 9.30.16 (cc)

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005803

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Project Scheduler/Estimator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:
Administrative

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:00 am

TO: 4:00 pm

(Report in location & work hours subject to change)

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	<p>Performs related administrative duties: advises & assists administrative personnel in development or improvement of policies & procedures; prepares reports on status of projects, audits expenditures used for approved items; develops standardized scheduling & estimating processes; establishes & maintains management control reporting systems; maintains complete records & prepares timely regular reports; maintains records, inventory & equipment (e.g., timesheets, rosters, disciplinary actions); assigns equipment & vehicles to staff; participates in meetings & educational seminars.</p>	<p>Knowledge of 1, 4, 9 Skill in 10 Ability to 15, 16, 17</p> <p>*developed after employment.</p>

JOB CODE TITLE
Facilities Planning Project Manager

JOB CODE
63285

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

E. J. [Signature]

9/30/16

Apd 9.30.16