POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106490

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Properties & Facilities	Franklin

POSITION NUMBER 20075551

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to Agency Organizational Tree ☐

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Metro Columbus Group Facilities Manager	20005707 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ 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 CODE TITLE Administrative Officer 2

JOB CODE 63132

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Organizes & coordinates facilities management program activities at the 246 N. High/35 E. Chestnut, the 25 S. Front Street and 4200 Surface Road buildings in Columbus locations of Department of Administrative Services, General Services Division (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment) & supervises Asst. Facility Managers at each location and other staff as assigned; manages facility management operations; oversees security personnel at all three buildings; ensures the implementation of comprehensive building maintenance plans; assigns work & reviews work assignments with assigned staff as needed to ensure priorities are adhered to; inspects work in progress & completed work for conformance to established standards, specifications & instructions; directs activities of assigned 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; reviews assigned staff and contracted personnel transactions, overtime & vacation schedules to assure adequate staffing; investigates & resolves building occupant complaints including those concerning conduct of employees & investigates alleged violations of rules; enforces policies, work rules, regulations, safety policies & procedures;); 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); responds to systems emergency situations 24 hrs/day, 7 days/week, which may require wearing a pager &/or carrying a cell phone.	Knowledge of (1) high-rise facility management (e.g., heating, ventilating & air conditioning systems, building water & sewer systems, building electrical systems); (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) management principles/techniques ; (10) formulating & implementing policies & procedures. Skill in (11) operation of personal computer & related hardware & software (e.g., MicroSoft Word, Excel, Access, Outlook). Ability to (12) apply principles to solve practical, everyday problems; (13) define problems, collect data, establish facts and draw valid conclusions; (14) plan, organize & coordinate work of others; (15)) supervise & motivate work efforts of others; (16) interact courteously, tactfully & respectfully with persons of diverse backgrounds; (17) write & speak accurately & effectively; (18) conduct fact-finding investigations; (19) establish & maintain effective working relationships; (20) establish & accomplish goals & objectives; (21) respond to building & maintenance issues 24X7; (22) carry cell phone or wear pager. *developed after employment.

Appd 1.09.12

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005715 Administrative Officer 1 20005764 Administrative Officer 1 20005783 Administrative Officer 1	Jeffrey Westhoven/cc	1/9/12

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Properties & Facilities	Franklin

POSITION NUMBER 20075551

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Northern Group Facilities Manager	20005707 Deputy Director 5

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☒ Essential	Overtime: ☐ Eligible ☒ 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

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	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 the State Chief Facilities Officer informed of all situations that could affect accomplishments of goals & objectives of Office of Properties & Facilities (OPF).	Knowledge of 1, 6*, (23) budgeting; (24) negotiate variety of contracts. Skill in 11 Ability to 12, 13, 17, (25) develop policies & procedures; (26) monitor & control expenditures.
10	Serves as liaison with regulatory agency representatives, contractors, building occupants & 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 11 Ability to 12, 13, 17, (27) resolve complaints from agency representatives, contractors & tenants.
10	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 11 Ability to 12, 13, 17, (28) prepare correspondence & compile data into clear, concise, detailed reports. <u>Position Specific Minimum Qualifications:</u> 30 mos. trg. or exp. in supervisory, administrative, managerial &/or managerial position; 12 mos. exp. in planning & completion of high 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 2

JOB CODE 63132

Appd 1.09.12 [illegible]

List Position Numbers & Job Titles of Positions Directly Supervised:
20005715 Administrative Officer 1
20005764 Administrative Officer 1
20005783 Administrative Officer 1

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven

DATE: 1/9/12