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| <b>POSITION DESCRIPTION</b>                          |   | AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS106490 |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>Office of Properties & Facilities | COUNTY OF EMPLOYMENT<br>Franklin                                     |

|   |  |  |  |                |                                       |
|---|--|--|--|----------------|---------------------------------------|
| <b>POSITION NUMBER</b><br>20075551  | <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<br>Metro Columbus Group Facilities Manager   |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005692 Deputy Director 5   |                |                                       |
|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent   | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input checked="" type="checkbox"/> Essential | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br>If FLSA Exempt, exemption type:<br>Administrative  |                | Bargaining Unit 22<br><br>Page 1 of 2 |
|   | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m.     TO: 5:00 p.m.     Report-in location subject to change.   |  |  |                |                                       |
|   | <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>  |  |  |                |                                       |
| %   | Job Duties in Order of Importance  |  | Knowledge, Skills & Abilities  |                |                                       |
| 65  | Plans, directs & coordinates facilities management program activities at 246 N. High/35 E. Chestnut, 25 S. Front Street & 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 Assistant Facility Managers at each location & other staff as assigned; manages facility management operations; oversees security personnel at all three buildings; ensures 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) commercial 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.  |  |  |  |                |                                       |
| List Position Numbers & Job Titles of Positions Directly Supervised:<br>20005715 Administrative Officer 1<br>20005764 Administrative Officer 1<br>20005783 Administrative Officer 1 |  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jeffrey Westhovens</i>  |  | DATE<br>2/2/12 |                                       |

Apr 2-2-12 (AP)

JOB CODE  
63132

JOB CODE TITLE  
Administrative Officer 2

JOB CODE  
63132

|  |   |  |
|--|---|--|
| <b>POSITION DESCRIPTION</b>                          |   | AGENCY/DEPT ID<br>Department of Administrative Services<br>DAS106490 |
| DIVISION OR INSTITUTION<br>General Services Division | UNIT OR OFFICE<br>Office of Properties & Facilities | COUNTY OF EMPLOYMENT<br>Franklin                                     |

|   |   |  |  |                                       |
|---|---|--|--|---------------------------------------|
| POSITION NUMBER<br>20075551                       | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update  |  | Position Hyperlinked to <input type="checkbox"/><br>Agency Organizational Tree   |                                       |
|   | USUAL WORKING TITLE OF POSITION<br>Northern Group Facilities Manager  |  | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR<br>20005692 Deputy Director 5   |                                       |
|   | <input checked="" type="checkbox"/> Permanent<br><input type="checkbox"/> Temporary<br><input type="checkbox"/> Intermittent  | <input checked="" type="checkbox"/> Classified<br><input type="checkbox"/> Unclassified<br><input checked="" type="checkbox"/> Essential   | Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt<br><br>If FLSA Exempt, exemption type:<br>Administrative  | Bargaining Unit 22<br><br>Page 2 of 2 |
|   | NORMAL WORKING HOURS (Explain unusual or rotating shift):<br>FROM: 8:00 a.m.      TO: 5:00 p.m.      Report-in location subject to change.  |  |  |                                       |
| <b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b> |   |  |  |                                       |
|   | %   | 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 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.<br>Skill in 11<br>Ability to 12, 13, 17, (25) develop policies & procedures; (26) monitor & control expenditures.   |                                       |
|   | 10  | Serves as liaison: consults 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<br>Skill in 11<br>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; other duties as assigned.  | Knowledge of 1<br>Skill in 11<br>Ability to 12, 13, 17, (28) prepare correspondence & compile data into clear, concise, detailed reports.<br><br><u>Position Specific Minimum Qualifications:</u><br>12 mos. exp. in planning & completion of 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).<br><br>*developed after employment. |                                       |
| JOB CODE TITLE<br>Administrative Officer 2        | List Position Numbers & Job Titles of Positions Directly Supervised:<br>20005715 Administrative Officer 1<br>20005764 Administrative Officer 1<br>20005783 Administrative Officer 1 |  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Jeffrey Westhonen/ce</i>  |                                       |
| JOB CODE<br>63132                                 |   |  | DATE<br>2/2/12   |                                       |

Cpd 2-2-12 (AP)