

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

This row is for Information
Technology classifications ONLY

PRIMARY TECHNOLOGY (IT ONLY)

SECONDARY TECHNOLOGY (IT ONLY)

This row is for Program Administra-
tors & Project Managers ONLY

Identify Program or Project
Northern Region Facilities Management
Program

Estimated Duration of Project

POSITION NUMBER
20005756

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Northern Region Facilities 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

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 are subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Plans, directs & coordinates facilities management program within Department of Administrative Services, General Services Division at Frank J. Lausche State Office Building, Michael V. DiSalle Government Center locations (e.g., maintenance, repairs, security & custodial care of building, grounds, structures, & related equipment) & supervises Assistant Facility Managers at each location & coordinates daily operations & overall facility management plan at Ocasek Government Office Building; develops & implements policy & procedures (e.g., Ocask Building Maintenance Operations Policy & Procedures, Ocask Security Operations Policy & Procedures, Ocask Employee Safe Work Practices & Procedures); manages facility management operations; oversees contracted maintenance, housekeeping & security personnel at all three buildings; ensures implementation of comprehensive building maintenance plans; assigns work & reviews work assignments with facility management contractor 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 & 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 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:

See Table of Organization

SIGNATURE OF AGENCY REPRESENTATIVE

Eukel Jassand

DATE

1/13/17

Apd 1.30.17 (cc)

JOB CODE TITLE
Program Administrator 3

JOB CODE
63134

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Northern Region Facilities Mangement
Program

Estimated Duration of Project

POSITION NUMBER
20005756

☐ Reclassification

☐ New Position

☒ Update

Position Hyperlinked to ☐

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Northern Group Facilities Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

See Table of Organization

☒ Permanent
☐ Temporary
☐ Intermittent

☒ Classified
☐ Unclassified
☒ Essential

Overtime: ☐ Eligible ☒ Exempt

Bargaining Unit 22

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Analyzes, evaluates & develops budget & 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 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) 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 Skill in 11 Ability to 12, 13, 17, (26) 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 Skill in 11 Ability to 12, 13, 17, (28) prepare correspondence & compile data into clear, concise, detailed reports.

*developed after employment.

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Program Administrator 3

JOB CODE
63134

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See Table of Organization

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