

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

☒ 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

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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 Word, 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>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/30/16

POSITION NUMBER
20005803

JOB CODE TITLE
Facilities Planning Project Manager

JOB CODE
63285

Apd 9:30.16 @

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