

DESCRIPTION: Under administrative direction of the State Building Division Administrator or Associate Administrator, responsible for assigned state owned facility operations including facilities management, leasing, assets, and code compliance. Performs highly responsible administrative management work in the operation, utilization, maintenance and security of complex, multi-use multi-agency/tenant buildings and facilities located throughout the state. The incumbent represents the State Building Division by serving as the liaison to tenant state agencies. Position supervises subordinate Regional Facilities Managers. Performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This class is distinguished from the Regional Facilities Manager class by supervising subordinate Regional Facilities Managers. The class is further distinguished from the Facility Manager II class by supervising that class, or classes of a similar or equivalent nature and assuming a greater level of responsibility for facility maintenance and management operations. This class is responsible for a large number of state owned buildings and the staff assigned therein.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Is overall accountable for and responsible for client tenant satisfaction of assigned facilities.

Supervises Regional Facilities Managers & DHHS Facilities Manager to meet SBD objectives. Develops, reviews and maintains Standard Operating Procedures for assigned areas.

Responsible for monitoring budget requirements and ensuring good fiscal stewardship for assigned facilities.

Administratively responsible to ensure systems are in place to monitor and continuously improve: vendor performance; building assets are properly tracked, managed and maintained; parking garage maintenance, construction and renovations occur meeting timeliness and quality standards; grounds maintenance; custodial and janitorial services; waste disposal, building code and safety requirements; work orders; preventative maintenance; annual work plan; and annual capital construction plan.

Administratively responsible to manage all operations (through subordinate managers) involved in the construction, maintenance, and restoration of multiple buildings, grounds, equipment, and utilities; establishes, implements, and enforces policies to ensure the effective management of operations and maintenance of the facility.

Supervises and evaluates the work of subordinate supervisors; administers personnel actions related to selection, discipline, performance, leave, grievances, work schedules, and assignments; administers personnel policies and procedures.

Develops and monitors the budget requirements for the ongoing operation, utilization, and maintenance of the facilities.

Negotiates and monitors all service and maintenance contracts with private vendors for operations within the facilities, such as elevators, food service, garbage removal, pest control, custodial, and snow removal.

Reviews the efficiency of plant operations to determine if changes need to be implemented by reviewing operational records and by direct observations of the equipment and systems in question.

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Evaluates the feasibility of repairing or replacing equipment and systems to advise administrative superiors of options and alternatives.

Provides input to agency directors for capitol construction projects.

Coordinates the development of an annual plan of work activity, including capital improvements, scope of activity, goals, and objectives; studies materials and resources required; formulates a final product.

Establishes and maintains an effective preventative maintenance program for all facilities under the Department of Administrative Services' authority.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed at entry level to perform the work assigned.)

Knowledge of: a variety of building trades; applicable building, fire, and safety codes; the mechanical, electrical, and overall operation of building systems; the occupational hazards and safety precautions of the building and mechanical trades; principles of supervision; budget development and control, personnel management, administrative prerogatives and responsibilities, and other concepts and current practices of management.

Skill in: organizing a diverse group of people/work units.

Ability to: delegate work to others to maintain an efficient workflow; formulate, implement, and enforce policies, rules, and regulations; establish and maintain long range maintenance and restoration programs; monitor service and maintenance contracts with outside vendors; establish and maintain good landlord/tenant relations with building/facility tenants; organize a diverse concentration of people into a cohesive unit.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Three years of progressively responsible experience supervising or managing maintenance operations which encompass numerous buildings or campus and multiple staff AND Bachelor's degree in business administration, construction management other related field; Experience can be substituted for education on a year for year basis.

OR

Five years of progressively responsible experience supervising or managing maintenance operations which encompass numerous buildings or campus and multiple staff AND vocational degree in a skilled maintenance trade such as HVAC, welding, electrical, construction or plumbing. Experience can be substituted for education on a year for year basis.

SPECIAL NOTES:

Travel may be required.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).