

STATE OF NEBRASKA CLASS SPECIFICATION  
CAPITOL MANAGER

EST: 10/97 REV: 05/15  
CLASS CODE: G84220

**DESCRIPTION:** Under administrative direction, administers construction, operational, preventative maintenance, and other management functions of the State Capitol and associated buildings and grounds; supervises assigned professional and administrative employees; 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 is a single-position job classification restricted in use to the Office of the Capitol Commission. The position provides administrative and supervisory oversight of construction, renovation, maintenance, preservation, and conservation functions and assigned employee and workers relative to the State Capitol (having over 100,000 sq. ft.) and associated buildings and grounds. The position coordinates project and on-going activities affecting the State Capitol and its tenants including executive, legislative, and judicial branches of State government and other State constitutional and administrative offices. This work differs from that of Facility Maintenance managerial positions because of the State Capitol's historical and architectural operational and maintenance requirements and the diversity of its tenants and their needs.

**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.)

Plans, organizes, coordinates, and controls work plans and activities of assigned operations, projects, and programs including maintenance, carpentry, custodial, furniture, and grounds shop activities to attain work goals and ensure consistent application of established policies, procedures, and standards.

Supervises, evaluates, and compares work performance of assigned supervisory, professional, maintenance, administrative, and other employees with established standards to determine the quality and quantity of employees' work, recommend personnel actions, and identify employee training needs and career advancement potential.

Develops and recommends budget proposals for staff, equipment, material, and other resources relative to the project and operational needs of the Office of the Capitol Commission; monitors operating budgets and expenditures/payments relative to changes in Commission and State priorities and activities.

Administers agency and State personnel rules and policies and labor contracts in such areas as wage and salary administration, employment, special needs of employees, training, overtime, grievances, and performance appraisals.

Oversees and ensures all operational functions at the State Capitol and associated buildings and grounds are performed, such as preparing and monitoring contracts, establishing and maintaining automated preventative maintenance programs, establishing and maintaining a hazardous waste disposal program, and coordinating relocation of agencies and equipment within the State Capitol.

Oversees and manages operations (such as restoration, preservation and conservation, maintenance, and renovation) relative to the State Capitol building and associated grounds, equipment, and utilities; selects, negotiates, and monitors contracts and associated activities of consultants and contractors.

Develops and recommends specific administrative and work policies and procedures relative to the State Capitol and associated buildings and grounds to respond to operational or program needs and priorities.

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

Knowledge of: practices and materials of the building trades such as electrical, mechanical, carpentry, roofing, furniture, and custodial work; applicable building, fire, and life safety codes; mechanical, electrical, and the overall operation of building systems; occupational hazards and safety precautions of the building and mechanical trades; state government as it relates to the operations of state facilities; supervisory and personnel practices; building management relative to daily operations of a large and complex building; State Personnel rules and labor contracts; agency operational and maintenance policies; building HVAC and construction processes; the practices for handling and disposing hazardous waste; the principles and practices historic property preservation.

Skill in: persuading others to accept proposals and decisions regarding building operational issues; determining work assignments, priorities and procedures; allocating building trade and craft workers and other resources to the operations managed; drafting and applying construction contract documents.

Ability to: communicate, coordinate, cooperate, and deal with diverse individuals and agencies; work independently on complex administrative and project issues; resolve employee interpersonal issues and tenant complaints; plan, assign, direct, and evaluate the work of assigned employee; build, motivate, and supervise work teams; initiate and oversee multiple concurrent projects and priorities; develop, implement, and enforce policies, procedures, and standards; oversee long-term maintenance and restoration programs; develop contracts and monitor external maintenance and repair contractors; establish and maintain good landlord and tenant relations with State Capitol occupants; analyze building-related issues to determine resulting impacts and benefits.

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

Two year post high school degree or equivalent training and two years of work experience in building management, facility maintenance, architecture, facility or utility engineering, construction management, building code enforcement, or a related facility operations field.

OR

Two years of experience in supervising employees or in managing operations associated with the work activities described above.

**SPECIAL NOTE:**

Education and/or experience in maintaining properties listed on the National Register of Historic Places are given primary consideration.

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).