

## FACILITIES ENGINEERING ASSISTANT MANAGER

DESCRIPTION: Under administrative direction, in conjunction with the Manager, plans, organizes, coordinates, directs, and controls construction, capital improvements, maintenance, and repair projects for an agency. Oversees the preventive maintenance programs for the agency and provides guidance to the facility maintenance staff at each facility; performs related work as required.

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, assigns, and directs the work activities of staff to facilitate the attainment of the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures, and guidelines.

Confers with and counsels staff to exchange information on and/or explain work policies, procedures, and guidelines and to identify the characteristics and impact of and formulate possible solutions to work related problems.

Reviews and compares work performance and/or products of staff with established standards to determine employee production levels and training needs and to recommend appropriate personnel actions such as promotions, disciplinary actions, status changes, separations, and grievance dispositions to management.

Trains staff in the principals, practices, policies, and/or procedures of the engineering section to maintain and/or improve the production level of employees.

Coordinates the agency's preventative maintenance program with the Task Force/Building Renewal/DAS Building Division, monitors its progress, and provides assistance to the facilities to ensure necessary repairs and renovations are completed in a timely efficient manner.

Reviews and recommends the agency's land leases and farm contracts to assist the Legal Division in the development of farm ground contracts.

Plans and develops detailed specifications and performance standards for DCS facilities relating to HVAC controls, building control systems, fire/life safety inspections, electronics systems, etc to assist DCS purchasing in the bid procurement process and award recommendations.

Researches, develops, and monitors energy supply sources such as natural gas, coal, fuel oil, electrical, renewable energy, and water and sanitary sewer systems for new facilities to ensure their adequacy for efficient operation.

Coordinates and directs the development of capital construction projects including architectural/engineering consultant selection, contract negotiations, coordinating with agency staff, directing the consultant and contractors' activities, monitor contract and change orders, and approve payment for work performed to ensure contract compliance.

## FACILITIES ENGINEERING ASSISTANT MANAGER (continued)

Coordinates and directs maintenance and repair of facilities and power plants including preparation of deferred repair, energy conservation, fire/life safety, and ADA project requests to ensure compliance with building and accreditation standards.

Assists in the preparation of budget for capital construction, renovation, and other projects by preparing cost estimates and schedules for approval and monitors expenditures during the projects life to control costs and expenditures.

Designs and/or reviews designs of construction plans and specifications for new construction and renovations to ensure compliance with DAS administrators procedures, statutory requirements, correctional standards, and security requirements.

**FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: budget development and control; personnel management; contract law; architectural/engineering principles and practices; bidding regulations and procedures; security requirements; preventive maintenance programs; various building codes.

Ability to: develop and monitor contracts for construction maintenance and restoration projects; establish and maintain good working relationships; identify problem areas; develop solutions; coordinate corrective actions; estimate costs; present technical information to others; negotiate; train others; develop and read blueprints, contracts, and specifications; use various computer systems, surveying and drafting equipment.

**ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance and/or other evaluations.)

Knowledge of: various building trades and regulations; architectural design of buildings; structure design and stress factors; energy supply sources; principles of supervision.

Ability to: coordinate various multi-trade functions working on a single project; communicate clearly both orally and in writing; plan, assign and supervise the work of others; document and maintain records.

**JOB PREPARATION GUIDELINES:** (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Post high school in Engineering, Architecture or construction and extensive experience in construction.