

**DESCRIPTION:** Under general direction, performs responsible supervisory, administrative, and managerial work operating and maintaining multiple state facilities for the State Building Division within an assigned region. Incumbents supervise the work of subordinate supervisors who are responsible for overseeing construction, installation, maintenance, and repair tasks; 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.)

Positions in this class have regional responsibilities for multiple facilities assigned by region for the State Building Division, and reports to the Operations Manager. This class is responsible for all facilities maintenance and management functions for assigned buildings within a region, and interact closely with the Planning, Construction and Design team to accomplish construction and remodeling projects. The Facilities Maintenance Manager II classification may be occupied by incumbents outside the State Building Division and is responsible for highly responsible managerial work operating and maintaining multiple state facilities within an agency.

**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.)

Responsible for supervising and managing facilities operations including construction, maintenance, and restoration of assigned buildings, grounds, equipment, and utilities; establishes implements, and enforces policies and procedures to ensure the effective management of operations and maintenance of facilities. Develops SOP's for approval.

Develops and maintains relationships with tenant agencies to ensure customer satisfaction, building safety, and comfort. Ensures tenant needs are met on a timely basis. Resolves conflicts, analyzes/assesses situations and requests; takes appropriate course of actions.

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.

Manages work order process including system, assignment, inspection, and follow up. Conducts quality assurance checks on work performed to ensure quality standards.

Responsible to monitor and manage renovation and construction projects occurring in assigned region. Serves as commissioning agent for renovations and construction required for building, office and room renovations for assigned facilities.

Monitors operating budgets for assigned facilities. Provides input for budget requirements, emergency maintenance funding, and 309 funding requests. Manages and supervises approval for payment of supplies and services required to operate and maintain assigned facilities.

Writes and initiates specifications for necessary RFP's for contractual services; monitors contractual services to ensure services are appropriate provided and executed in accordance with the contract specifications.

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Monitors and manages energy and utility consumption at assigned facilities; develops procedures to conserve energy consumption. Responsible to ensure emergency and safety plans are developed and in place.

Interacts with local, state, city, and federal agencies to ensure compliance with regulations.

Manages facilities vehicles and equipment; monitors parking assignments and/or garages and collects parking funds.

**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 monitoring, supervisory administrative responsibilities, concepts and current practices of management; computers and their applications for maintenance records.

Skill in: communicating with employees, contractors, and the general public; identifying problem areas, developing solutions, and coordinating corrective procedures; recognizing hazardous conditions and making necessary corrections; organizing a diverse group of people/work unit.

Ability to: formulate, implement, and enforce policies, rules, and regulations; establish and maintain long range maintenance and restoration programs; develop and monitor contracts for maintenance and repair to outside contractors; establish and maintain good landlord/tenant relations to building/facility tenants; plan, organize, and effectively supervise the work of staff with a variety of skill levels in the various building and mechanical trades; delegate the work to others to maintain an efficient workflow; coordinate various multi-trade functions including private contractors; recognizing hazardous conditions and making necessary corrections.

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

Five years of experience in a variety of skilled trades such as HVAC, electrical, welding, construction, or plumbing, and two years experience supervising others; a vocational degree in a skilled maintenance trade such as HVAC, welding, electrical, construction or plumbing can be substituted for experience 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).