POSITION DESCRIPTION Position Number: 020296
Administrative Manager
Assistant Director, Bureau of Building Management
Division of Facilities Management
#14 POSITION SUMMARY (Major goals of the position).

Under the direction of the Bureau Director, the Assistant Bureau Director of Building Management Group Four (FM4) has responsibility and decision-making authority for the operational management, budget and staff supervision of diverse and complex FM4 functions. Additionally, the incumbent manages and supervises a staff of professional and skilled employees in providing operational, technical and consultation in the planning, design, construction, remodeling and maintenance of Department of Administration owned facilities.

This position also manages the staff and operations of the Division's two central power plants; the Capitol Heat and Power Plant and the Hill Farms Heating Plant and specifically plans, directs and supervises the 22 power plant staff in these two heating plants and is responsible for the development and management of various power plant construction projects from the planning, design, installation, and final inspection.

This position provides regular briefings and status reports to the Bureau Director relating to the operational readiness and activities within FM4. Further, this position is responsible for building and maintaining cooperative relationships and agreements between agencies and occupying tenants.

1. POSITION ACHIEVEMENTS/RESULTS EXPECTED GOAL ACTIVITIES

25% A. Assist the Director with and carry out the responsibilities required to manage diverse and complex building operations programs and activities.

A1. Plan, budget, administer, supervise, monitor and audit operations and management program policies and procedures for implementing department and division policies regarding FM4 support operations for building engineering, capital improvements, energy management, housekeeping operations, safety and security services, grounds maintenance, telecommunications services, procurement services and contractual services. Comply with federal, state, department and internal management directives.

A2 Accommodate the tenant facility program concerns and needs by meeting regularly with program managers in the assigned buildings.

A3. Maintain an effective working relationship with departmental architects, engineers, project managers, construction superintendents, procurement managers, personnel managers, leasing managers and other management support personnel.

A4. Establish and conduct tenant-management meetings to promote communications, identify problems and improve working relationships. Develop tenant input and cooperation in meeting the program objectives to improve building operations and working conditions.

A5. Assist in the establishment of bureau quality services policies, procedures and guidelines to ensure that essential levels of program requirements are achieved. Determine basis for, develop and recommend more efficient bureau policies, procedures and guidelines including sustainability and energy conservation measures.

25% B. Supervise, direct and assist bureau employees and contractors involved with remodeling and construction projects, repairs and maintenance.

B1. Determine training needs and recommend employee career development opportunities of the subordinate professional supervisors, craft, technical and semi-skilled employee performance standards and work schedules, as well as develop work schedules.

B2. Develop work objectives and priorities of subordinate supervisors, craft, technical and semiskilled employees. Plan, schedule, and assign work for daily building engineering, maintenance, grounds, and custodial program operations.

B3. Manage the hiring, transfer, promotion, suspension, layoff, recall, discipline, assignment, and evaluation of employees of the craft, technical, building engineering, maintenance, grounds, and custodial services section.

B4. Interview and recommend the selection of new employees from employment lists for the craft, technical, building engineering, maintenance, grounds, and custodial services sections. Support Equal Opportunity and Affirmative Action directives.

B5 Schedule investigatory interviews, listen to grievances, take disciplinary action, and recommend higher level disciplinary action for approval by the Director.

B6. Counsel supervisors and employees as required. Keep and maintain personnel and related records of employees. Authorize leaves of absence and overtime work with Director's approval.

B7. Conduct regular staff planning meetings to develop goals and objectives and to review accomplishments and problem resolving strategies.

B8. Review work to ensure plans and specifications are achieved, efficiency and productivity requirements are met, repairs have been completed. Assign work orders and monitor performance.

20% C. Develop, coordinate, evaluate and implement bureau plans, budgets, programs, policies and objectives, in conjunction with the Director. Evaluate the achievement of the Building Operations goals and·objectives, prepare operating, biennial and capital budgets, authorize expenditures and audit expenditures relative to authorized budgeted amounts.

C1. Prepare the biennial operating budget including capital improvements and capital equipment purchases. Responsible for maintaining a positive financial position in order to achieve a balanced budget within authorized levels across the bureau.

C2. Manage the execution of the bureau's annual budget. Assist in the establishment of goals and objectives, delegate budget responsibilities to staff, monitor annual operating expenditures, project expenditure rates and patterns and advise changes to planned expenditures as require within the bureau.

C3. Manage tenant services work and other revenue sources associated with building operations. Monitor billing revenues received from tenant agencies, ensure that costs for labor and materials are charged back appropriately. Take corrective action and make adjustments as needed.

C4. Plan, schedule, and implement maintenance repair and remodeling projects. Determine scope of work, provide cost estimates for improvements requested by tenants. Incorporate tenant operational requirements and priorities.

C5. Develop preventative maintenance standards, schedules and labor requirements for the building envelope, mechanical, electrical, plumbing, communications, fire control and security systems and associated operating costs.

C6. Implement, direct, and monitor a quality assurance program to ensure that preventative maintenance standards are met.

C7. Conduct routine building inspections to check on quality of workmanship, materials, and equipment. Establish and maintain a building equipment and mechanical system inspection checklist to ensure operating, security, and safety procedures are followed.

C8. Make immediate decisions on situations in need of emergency action and repairs. Respond to tenant agency coordinators concerns by implementing preventative maintenance repairs.

15% D. Assist the Director as a member of the bureau team with all facilities management practices including the identification, development and management of construction, remodeling, technical, maintenance and other capital improvement projects.

D1. Evaluate structural conditions and building system capacities. Develop the bureau's 6-year goals and objectives, in conjunction with the Director and other Assistant Bureau Directors. Review the plan annually and make recommendations for modifications to the plans goals. Incorporate any short term effects on programs from capital construction and maintenance projects and adjust related funding requirements.

D2. Define the long range plans to modernize bureau facilities including installation of technically advanced systems including but not limited to controlled heating, ventilating and air conditioning systems, universal wiring systems for data and communication, and fiber optic systems permitting high speed transmission of data and video.

D3. Prepare preliminary plans and specifications for FM4 delegated projects, Division of Facilities Development designed projects and bureau preventative maintenance program projects.

D4. Manage, coordinate and implement all FM4 construction and emergency repair· activities by involving and working with the appropriate departmental architects, engineers, project managers, building construction superintendents, procurement managers, personnel managers, contractors, trades and specialty crafts, leasing managers and other support services.

D5. Direct and work with the Divisional bureaus to develop construction plans and specifications for projects that are delegated to FM4.

D6. Responsible for all FM4 project proposals, the impact on the buildings operations and management.

D7. Plan, direct and implement preventative maintenance standards for the structural and mechanical systems in the FM4 buildings. Responsible for identification of all building systems and equipment that require major or minor repair and/or replacement.

D8. Responsible for building compliance with all health, environmental and safety standards, regulations and codes are met. Implement indoor air quality and hazard communication programs to ensure building occupants a healthy and safe work place.

D9. Conduct routine building inspections to check on quality of workmanship, materials, and equipment. Establish and maintain a building equipment and mechanical system inspection checklist to ensure operating, security, and safety procedures are followed.

10% E. Responsible for and provide supervision, management and direction to tile FM employees performing a wide range of professional, technical, maintenance, and custodial services involving a variety of repair, remodeling and construction work. This includes implementing and ·monitoring the preventative maintenance and repair programs.

E1. Provide leadership on selected division-wide program studies; analyze and recommend policies and procedures that will solve operational procedural issues, as directed.

E2. Work with the architects and engineers of the division, other agencies professional and management personnel on complex and diverse building operational and maintenance issues.

E3. Assist with development of preventative maintenance standards, schedules and labor requirements for the building envelope, mechanical, electrical, plumbing, communications, fire control and security systems in each of the bureau's buildings.

E4. Implement, direct, and monitor a quality assurance program to ensure that preventative maintenance standards are met.

5% F. Special Assignments and Training

F1. Perform special investigations, tasks or assignments as a service to State agencies as instructed by the Director.

F2. Participate in seminars, conferences, and other educational opportunities to gain new skills and improve in existing skills and take advantage of opportunities to increase exposure to other areas of skills through daily assignments and duties.

Knowledge, Skills and Abilities:

- Strong facility management and problem solving skills
- Extensive knowledge of facility operations and building management programs
- Experience implementing and managing computerized maintenance management systems
- Experience developing and implementing policies, procedures or standards for management of facilities containing at least 250,000 gross square feet
- Experience in supervision of building managers and staff in facility maintenance and construction trades
- Strong team building and personnel management techniques
- Applied knowledge of business organization, decision making and budgeting
- Ability to exercise sound judgment and discretion when managing complex and sensitive issues
- Applied knowledge of administrative principles and methods, including inter-organizational relations
- Ability to apply principles and practices of public relations, effective oral and written communication, and
- techniques to develop and maintain effective working relationships in order to accomplish job goals and objectives
- General knowledge of business operations practices including contract management, budget development, procurement and accounts payable
- Ability to use computers for analysis, word processing and data base management
- Familiarity with customer surveys, benchmarking other performance measurement techniques
- Experience with speaking to groups, developing written materials or similar communication skills.