

FACILITIES MANAGEMENT OFFICER (81-03)  
POSITION DESCRIPTION

**Department of Administration (DOA)**  
**Division of Facilities Management (DFM)**  
**Bureau of Real Estate Management (BREM)**

**Position Number: 012922**

**State Job Classification: Facilities Management Officer**

**Position Summary:**

This is an advanced technical position, responsible for implementation, coordination and management of capital interior building projects within state owned office space. Typical projects can vary from \$1,000 to \$500,000 and include interior office facilities. Due to the nature of the State's capital budget planning and approval process, the individual in this position may be involved with multiple projects in all phases of the capital development process, i.e., initiation, planning, execution, and closing of projects. This position is located in the Division's Bureau of Real Estate Management and is supervised by the Bureau Director of BREM.

A significant portion of the individual's time will be spent coordinating the requirements and goals of a diverse group of state building tenants. Typical projects will often include (but are not limited to) working with:

- State agency departments (the client or "Client Agency")
- Capital and budget planning groups
- Planning, engineering and design consultants
- Construction contractors
- DOA building staff (operational maintenance, trades, utilities, police, building managers, etc.)
- A Space Management Software vendor and representatives from DOA Division of Enterprise Technology
- Private real estate landlord or development teams

The broad range of responsibilities identified necessitates that the individual have a clear understanding of the programmatic needs of Agencies in order to determine if infrastructure upgrades of existing state facilities are appropriate or if new construction is warranted. Since these recommendations are made in the context of the existing state office building "inventory" of physical facilities it is essential that the individual have a good working knowledge of what is available/usable within the state owned or acquired property and how it may fit the programmatic needs and financial circumstances of proposed projects.

Depending on project mix and other factors, the individual will also hire, manage, and supervise contracted professional staff that is skilled in providing support in the operational and technical planning of the design, construction and remodeling of facilities.

**Goals and Worker Activities**

- 35%    A. Implement client agency space needs and manage construction activities by producing documents for 1) feasibility analysis, 2) facility planning, 3) construction documents, and 4) construction implementation.
- A.1.    Identify space needs of the various client functions when producing or managing consultant architects and engineers on documentation to support project requests. Assist in the development of space requirements and operational relationship needs
- A.2.    Work with DFM staff to develop cost estimates and draft program statements.

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- A.3. Determine overall financial feasibility of projects through budget development with the assistance of the Bureau of Building Management and Lease Administration Section staff.
  - A.4. Guide Client Agencies in the development of project request documents.
  - A.5. Meet with appropriate teams, committees and tenant agencies to evaluate project requests, assess project priority, identify most significant needs and identify essential criteria. Evaluate requests to clarify "needs" versus "wants".
  - A.6. Develop a design concept(s) that come closest to the optimum alternative. Utilize Auto CADD to create and present layout design alternatives and to generate office space layouts including office furniture and construction changes.
  - A.7. Assist in preparing project materials for presentation.
  - A.8. Conduct space analyses of construction and remodeling projects to determine functional and space requirements for office facilities. Conduct similar analyses of systems furniture and office remodeling for functionality and feasibility within a facility. Conduct field verifications of existing facilities and conditions to develop accurate space options that meet state codes and budget requirements.
  - A.9. Prepare documentation for and monitor the bidding process for the procurement of carpet, furniture and other interior products.
- 10% B. Communicate client agency space needs and act as a conduit for information between agencies and the Division
- B.1. Act as liaison between client agency interests and state space standards required by the Division of Facilities Management.
  - B.2. Report to the Bureau Director on directions taken on plans, actions, accomplishments and problems to ensure optimum awareness of project status so that uniform, timely results with set budgets are achieved.
  - B.3. Ensure that timely communication exists regarding the activities associated with the planning and development of client agency projects so that agency needs can be incorporated into strategic planning efforts by DFM. Report on the Client Agency/Department projected needs to the Bureau Director for incorporation into the strategic planning of capital projects, infrastructure upgrades or new building proposals or renovation projects.
  - B.4. Work with DOA/DFM Clients and Lease Administration Section staff to determine basic facility needs, evaluate location and legal considerations (building code and ADA compliance), evaluate alternatives and make recommendations.
- 10% C. Assist the Bureau Director in policy development and implementation within the framework of DFM policies and procedures, or any other duties assigned by the Bureau Director.

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- C.1. Prepare policy papers on capital development by incorporating DFM and departmental policy considerations relating to project development planning, design, funding, operations and maintenance prior to involvement of private consultants. Carry out overall DFM and department mission and functions through, cost-effective practices to achieve quality output within budget constraints.
  - C.2. Implement project programming practices which define design features and level of quality required for all State owned office building construction. Administer policy guidelines in a manner which assures that program requirements are met, quality assurance is maintained, and cost effective materials and methods are utilized.
  - C.3. Provide policy recommendations and guidance to Client Agency staff on technical aspects of the Americans with Disabilities Act, capital renewal initiatives, cost estimates, field inspections, space plans, drawings and specifications, studies and evaluations, Wisconsin Administrative Code, etc., to establish a consistent approach for projects across the entire DFM portfolio of office space.
- 20% D Lead and manage hired professional consultants, contractors, and DOA or Building staff (operational maintenance, utilities, police, etc.) for the Division of Facilities Management. Give guidance and technical support and services to the Bureau's Lease Administration Section, Division's Bureau of Building Management and Division of Facilities Development, outside consultants, and/or other groups involved in the State Owned Office Building Portfolio building program.
- D.1. Provide evaluations on agency requests submitted to the Division of Facilities Management. When needed, make critical assessments and recommendations. When requested, conduct field verification and investigation. This task requires knowledge of the DOA Division of Facilities Management mission and the basic functions of various building types.
  - D.2. Supervise and guide consultants hired for interior design, architectural and engineering services. Review and evaluate drawings and specifications prior to bidding.
  - D.3. Analyze and confirm with on-site inspections any code violations identified or reported. Evaluate the physical conditions observed and make recommendations.
  - D.4. Manage/monitor the design of complex projects to ensure that DFM guidelines are met, program requirements are fulfilled, and expenditures are commensurate with program needs by attending project meetings and reviewing project documents.
  - D.5. Participate in "Peer reviews" of private consultant's work, ask questions and offer suggestions to help meet project needs.
  - D.6. Seek out new methods, products systems that will provide improved reliability and reduce energy demands in new and existing facilities.
  - D.7. Assist in resolution of minor construction and/or operating problems.
  - D.8. Coordinate project inspection, oversee corrections of errors in work and assist in opening and close out of building projects.

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- D.9. Monitor the construction bidding process. Facilitate pre-bid tours for interested bidders.
  
- 20% E. Manage and maintain the Division's space management drawing portfolio.
  - E.1. Maintain DOA drawing standards including CADD layering of plans, drawing labeling and storage.
  - E.2. Update drawing records following DOA/DFM drawing standards.
  - E.3. Help maintain DFM's drawing portfolio utilizing space-occupancy management software.
  - E.4. Conduct on site field visits of state facilities to verify current building layouts to resolve discrepancies in space measurements or utilization. Update information in either or both systems as required from the findings of the field visits.
  
- 5% F. Maintain and keep up to date current autoCADD State owned building drawings both architecturally and with the State Archibus Space Management Software
  - F.1. Maintain and produce space management reports as needed for rent information within the Archibus Space Management software

**Knowledge and Skills:**

1. Project Management skills and abilities.
2. Skill in policy analysis and development
3. Ability to work as a team member as well as independently.
4. Budget management skills.
5. Skill in program development facilities.
6. Knowledge and skill in use of computer software (Microsoft word, excel).
7. Advanced skills in CADD and familiarity with national CADD standards.
8. Excellent organization skills.
9. Ability to manage multiple projects and establish workload priorities and timelines.
10. Effective verbal and written communication skills.
11. Ability to work effectively with a diverse group of people.
12. Skills in Space Management Software.
13. Positive attitude and problem solving capability.

**Additional Requirements:**

Graduation from a 4 year college or university with a degree in Architecture, Interior Design, or Project Management is required. Well qualified candidates will have several years of project planning and management experience, space management software experience in either government or corporate facilities and be a State Licensed Professional.