

14. Position Summary

This position is responsible for organizing office functions, supplies, plans, keys and other items. This position will interact with DFM staff, DWD staff, DCF staff and contractors to facilitate the reoccupation of GEF 1. This position will respond to, investigate and resolve complaints from all occupying agencies and the public within the GEF 1, GEF 2 and GEF 3 Buildings (GEF Complex).

15. Goals and Worker Activities

- 40%      A.    Organize files, plans, and keys for FM Group #4. first aid kits needed to support business operations.
- A1.    Organize plans for FM Group #4. Purge, organize, categorize and catalog plans and “as built” for all of the GEF Complex buildings. Develop an electronic reference system to facilitate locating the proper document.
- A2.    Organize project files for FM Group #4. Purge, organize, categorize and catalog project files for all of the GEF Complex buildings. Develop an electronic reference system to facilitate locating the proper project file.
- A3.    Organize keys and key box for FM Group #4. Purge, organize, categorize and catalog the keys for all of the GE Complex buildings.
- 30%      B.    Update and maintain first aid kits, supplies, uniforms, and other assigned office duties.
- B1.    Update and maintain first aid kits in all GEF Complex facilities. Order and replace first aid supplies as necessary.
- B2.    Order uniforms for the Bureau of Building Management staff from DOC Badger State Industries as needed.
- B3.    Order custodial supplies for the FM Group #4 from DOC Badger State Industries as needed.
- B4.    Perform other office duties as required.

- 20% C. Respond to FM Group #4 tenant issues, requests and complaints. Assist DWD and DCF with reoccupancy issues in GEF 1.
- C1. Respond to work order and telephone requests maintenance services in the GEF Complex.
- C2. Utilize the AIM work order system to direct maintenance work and response to tenant issues to the appropriate FM Group #4 and Bureau.
- C3. Provide direct and timely response to GEF 1 reoccupancy issues.
- 10% D. Provide a variety of administrative assistance to other work units in FM Group #4, Bureau of Building Management and Division of Facilities Management.
- D1. Provide support to other work units
- D2. Other duties as required and assigned

Knowledge Skills and Abilities

- Knowledge of general office practices and procedures.
- Effective oral and written communication skills.
- A high level of organizational skills with a precise attention to detail.
- Knowledge of Microsoft Office Suite.
- Ability to establish and maintain effective working relationships with the public and coworkers.
- Customer service skills.
- Ability to perform multiple tasks.
- Office skills, including emphasis on workplace attendance and punctuality.
- Ability to make independent decisions in receptionist area upon completion of training