

FACILITY RESOURCE SPECIALIST

Nature of Work: Under general supervision, performs work at the full-performance level in providing technical and administrative assistance in monitoring the operations, maintenance, construction and renovation of military facilities. Work involves developing and monitoring maintenance and operation budget for federally supported facilities and overseeing the environmental programs. Performs related work as required.

Examples of Work

Monitors projects and programs; advises and makes recommendations to superior.
Coordinates programs and/or activities with federal, state, and local governments and civilian organizations.
Develops and monitors the facilities operating costs.
Maintains various records; prepares necessary reports.
May oversee the work of support staff or other specialists in relation to the completion of specific assignments.

Knowledge, Skills and Abilities

Knowledge of the principles and methods of military facilities.
Knowledge of the principles and practices of budgeting and real estate management.
Ability to prepare, implement and monitor budgets.
Ability to formulate and initiate plans and procedures and direct their implementation.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university.

Substitution: Additional qualifying experience as described below may be substituted for the required training on a year-for-year basis.

Experience: Three years of full-time or equivalent part-time paid experience in business administration, accounting, or real estate management.

Established: 8/19/93
Effective: 4/1/94