

DIRECTOR, GENERAL SERVICES

Nature of Work: Serves as administrative head of the General Services Division in the Department of Administration; administers the operation and maintenance of the Capitol Complex and State Building Commission buildings and grounds including major construction and renovation projects; work is performed independently subject to broad directives and statements of policy. Exceptional matters are referred to and work is evaluated by a designated assistant to the Secretary of Administration. Performs related work as required.

Examples of Work

Develops and maintains procedures and methods for the operation and maintenance of the Capitol Complex and State Building Commission buildings and grounds.

Administers construction and renovation projects at the Capitol Complex and State Building Commission properties.

Directs the supervision of employees engaged in custodial, skilled crafts, general labor, mechanical, HVAC, landscaping and other work of the Division.

Inspects buildings and grounds and confers with supervisors on a regular basis to assure compliance with work methods and priorities and safety regulations.

Coordinates with the Purchasing Division on the purchase of supplies, equipment and services necessary for building and grounds maintenance, operation and construction/renovation.

Monitors the work of subcontractors on construction/renovation projects to assure compliance with terms and conditions of contracts.

Prepares the Division's budget request and assures compliance with budget allocations/spending limits.

Prepares reports and other documents regarding the operation of the Division.

Minimum Qualifications

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

Substitution: Additional building maintenance/construction experience can substitute for the required training on a year-for-year basis.

Experience: Six years of full-time or equivalent part-time paid employment in building construction, maintenance or renovation, two years of which must have been in an administrative or executive capacity.

Substitution: A degree in engineering, construction engineering or a closely related field may substitute for two years of non-administrative experience.

Established: 9/19/90
Effective: 10/16/90