

**DEPUTY DIRECTOR, GENERAL SERVICES**

**Nature of Work:** Under administrative direction, performs complex administrative, supervisory and technical work in overseeing the daily operations of the General Services Division in the maintenance and physical plant operation of the buildings, operating systems and grounds of the Capitol Complex and the State Building Commission buildings statewide. Through subordinate managers, supervisors, professional and technical staff, directs and oversees all aspects of buildings and grounds construction, maintenance and physical plant operation for all state owned buildings. Responsibilities in these areas include: short and long-term planning; goal setting; developing and evaluating maintenance systems; approving and adjusting work and production schedules for preventative, routine and emergency maintenance and construction; overseeing hazardous materials remediation; division budget development and administration; contract preparation and oversight for vendors performing construction/renovation projects; coordination with the State Building Commission on all construction/renovation projects; managing division purchasing operations and personnel functions. Performs related work as required.

**Examples of Work Performed:**

Directs, through subordinate managers, the planning and operation of physical plant operations for all state owned buildings; develops and revises production schedules, budgeting and purchasing requirements as necessary.

Directs the maintenance, repair, construction and renovation activities for all state buildings; sets renovation and construction priorities for long- and short-term planning and budgeting; reviews construction and renovation proposals and advises State Building Commission and other state officials on same.

Oversees construction, maintenance and renovation projects for the Capitol Building and all other state-owned buildings and grounds; inspects projects for compliance with contracts and engineering requirements; negotiates contract changes as necessary.

Directs the supervision of employees engaged in engineering, skilled craft, general labor, mechanical, HVAC, landscaping and custodial work on state buildings and grounds.

Oversees the personnel function of the division including the establishment of personnel policies, work schedules, employee training and occupational safety programs, supervisory reviews and performance management.

Serves as technical advisor to State Building Commission and other public officials on engineering, construction, maintenance, renovation and operational issues for state-owned buildings and grounds; develops and defends project cost estimates and time frames; makes presentations to legislative committees on same; serves as liaison to regulatory agencies.

Oversees the administrative and operational budget of the division; coordinates purchasing, project bidding and related procurement functions for all supplies, equipment and services; approves all division purchasing activities.

**DEPUTY DIRECTOR, GENERAL SERVICES (CONT'D)**

**Examples of Work Performed: (cont'd)**

Oversees the administrative and operational budget of the division; coordinates purchasing, project bidding and related procurement functions for all supplies, equipment and services; approves all division purchasing activities.

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

**Required Knowledge, Skills and Abilities:**

Knowledge of the methods and technical requirements for building construction, maintenance and renovation; of techniques for estimating of construction project materials, equipment and manpower requirements.

Knowledge of the types, qualities and uses of building materials, tools and equipment; of construction blueprints, environmental rules and fire safety and building codes.

Knowledge of the various skilled craft and building trades including heating and air conditioning, carpentry, masonry, plumbing, electrical, painting and landscaping.

Skill in the application of basic mathematics to project plans, blueprints, specifications and building schematics.

Ability to manage large, complex construction/maintenance/ renovation projects; to read construction plans, blueprints, specifications and drawings related to same.

Ability to plan, organize, direct and review the work of managerial, supervisory, technical and skilled trades employees.

Ability to monitor and evaluate the technical proficiency of skilled trades personnel; to monitor compliance with construction contracts and project specifications.

Ability to oversee a complex, multiple account budget; to administer procurement activities for materials, equipment, services and supplies for the division.

Ability to establish and maintain effective working relationships with engineers, architects, public officials, contractors and employees.

**Minimum Qualifications**

**Training:** Bachelor's degree from a regionally accredited four-year college or university.

**Substitution:** Full-time or equivalent part-time paid experience as described below may substitute for the required training on a year-for-year basis.

**Experience:** Six years of full-time or equivalent part-time paid managerial and supervisory experience in construction, facilities maintenance and management, equipment operations/maintenance/management, project management and oversight, or other closely related experience.

Established: 10/21/04

Revised: 10/1/10

Effective: 10/1/10