

**BUILDING OPERATIONS/MAINTENANCE MANAGER (GSD)**

**NATURE OF WORK:** Under general supervision, performs complex managerial and technical work in overseeing the Operations/Maintenance Section in the General Services Division of the Department of Administration. Through subordinate supervisors, plans, organizes, directs and evaluates the building maintenance and operations work for state-owned buildings statewide; develops and drafts long-range business plan for the section to include operational benchmarks, budget development, safety, customer service and personnel training; oversees the maintenance and repair of all building related systems and equipment and out-sourced maintenance work. Reviews and approves work through automated work order system and requisitions for materials and supplies. Procures and distributes the material and manpower resources for section projects. Assures adequate training levels for staff; performs personnel related work to include selection and assignment of staff, performance evaluation and discipline. Prepares regular and specials reports on section activities and budgetary, equipment and personnel needs. Performs related work as required.

**EXAMPLES OF WORK PERFORMED:**

Plans, organizes, directs and evaluates building maintenance and operations for state-owned buildings to include heating, cooling, electro-mechanical systems, fire/life safety controls, environmental controls, elevators roofs and all building related systems and equipment..

Oversees the daily work of the section through review of work orders; reviews requisitions for materials and supplies; reviews over 30 day and over 60 day reports to determine need for overtime or staffing changes; reviews contractors reports to assure compliance with project schedules and specifications.

Prepares sketches and diagrams for maintenance and repair projects; prepares cost estimates, maintenance project budgets and time schedules.

Develops long-range section goals to include budget, staff and equipment needs; assesses staff training needs and develops competencies and skills through formal and on-the-job training programs.

Performs personnel related work to include determining staffing levels, developing position descriptions, interviewing and selecting staff, performance evaluation and discipline.

Develops and manages maintenance contracts.

Oversees major maintenance projects to include review of contractor/vendor invoices; reads blueprints, diagrams and specifications; attends contractor and project status meetings.

Develops life-cycle cost analysis and determines equipment obsolescence and replacement schedules; oversees the conduct of comprehensive facility audits to assess condition and life expectancy of facilities and building systems.

Assures compliance with fire, life and safety codes and environmental regulations.

Represents the division in various meetings and committees.

**BUILDING OPERATIONS/MAINTENANCE MANAGER (GSD) (CONT'D)**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, practices and techniques of building maintenance, electrical, heating and cooling system maintenance and life/fire system operation.

Knowledge of the methods, practices, material, tools and equipment of the construction trades including plumbing, carpentry, electrical, painting and heating and cooling systems maintenance.

Knowledge of life/fire safety regulations and building codes and federal and state environmental regulations.

Ability to plan, organize and coordinate the work of building maintenance and operations staff.

Ability to develop project plans, budgets and construction cost estimates.

Ability to prepare and interpret sketches and project diagrams.

Ability to use computer-based data systems and office automation software such as word processing and spreadsheets.

Ability to communicate effectively, orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, contractors, agency officials, vendors and the general public.

Ability to prepare and present regular and special reports on section operations and status of maintenance and renovation projects.

**MINIMUM QUALIFICATIONS:**

**TRAINING:** High school graduation or equivalent.

**EXPERIENCE:** Seven years of full-time or equivalent part-time paid managerial experience in the maintenance and repair of buildings.

Established: 9/15/05

Effective: 11/1/05