

OCCUPATIONAL GROUP: Facilities Support

CLASS FAMILY: Facility Management

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to oversee the operations of or the construction associated with state facilities or whose purpose is to control parking.

CLASS TITLE: Facility Services Worker

DISTINGUISHING CHARACTERISTICS: These positions assist in the regulation and enforcement of parking rules and regulations for visitors and employees of the Capitol Complex. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs all vehicular traffic.
- Provides assistance and customer service to visitors and employees.
- Issues parking tickets utilizing the hand held electronic ticketing system.
- Inspects and maintains the proper function, operation and security of parking areas.
- Conducts daily ticket and parking meter collections.
- Ensures reserved parking for state agencies, special events and legislative sessions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Capitol Complex and Agency locations.
- Knowledge of parking codes, rules and procedures.
- Knowledge of current events at the Capitol Complex and surrounding areas.
- Ability to use electronic hand held ticketing system.
- Ability to understand and follow instructions.
- Ability to drive an off road utility vehicle.
- Ability to stand in place for long periods of time, walk long distances and work in inclement weather.
- Ability to communicate effectively and work with diverse populations.

MINIMUM QUALIFICATIONS:

Education: No formal training necessary.

Experience: No experience required.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Valid Driver's License

CLASS TITLE: Facility Technician

DISTINGUISHING CHARACTERISTICS: These positions serve as a working supervisor of staff who assist in the regulation and enforcement of parking rules and regulations for visitors and employees of the Capitol Complex. Performs related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, assigns, participates, supervises and reviews the work of staff.
- Oversees and secures the proper collection and destinations of monies from tickets and parking meters.
- Oversees the inspection, maintenance, operation and security of parking areas.
- Maintains the ticketing system database by auditing ticket information.
- Directs the reservation of meters for state agencies, special events and legislative sessions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the Capitol Complex and Agency locations.
- Knowledge of parking codes, rules and procedures.
- Knowledge of current events at the Capitol Complex and surrounding areas.
- Ability to supervise and oversee the work of others.
- Ability to understand and operate all aspects of the electronic ticketing system.
- Ability to drive an off road utility vehicle.
- Ability to stand in place for long periods of time, walk long distances and work in inclement weather.
- Ability to communicate effectively and work with diverse populations.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or Equivalent.

Experience: 2-4 years of full-time or equivalent part-time paid work experience related to area of assignment.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Valid Driver's License

CLASS TITLE: Facility Technician Senior

DISTINGUISHING CHARACTERISTICS: These positions perform supervisory work overseeing the activities semi- or fully-skilled facility support or trades workers. Ensures the proper operations of the unit are carried out. These positions may have budgetary accountabilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises staff; arranges schedules, conducts performance evaluations; trains staff; assigns and reviews work to staff; conducts interviews.
- Directs the mission of the unit, providing data and information to superiors.
- Ensures the accurate payment and assignment parking spaces, reviewing data submitted by agency parking coordinators.
- Ensures equipment, supplies and materials are available; ensures equipment is working properly
- Evaluates policies and procedures to ensure compliance with local, state and federal laws.
- Responsible for staying within an assigned budget.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of rules, regulations, policies and procedures for area of assignment.
- Knowledge of the agency organization, mission and programs.
- Ability to supervise and oversee the work of others.
- Ability to make decisions and explain policies and procedures to others.
- Ability to prepare accounting or financial documents and detailed reports.
- Ability to operate all equipment.
- Ability to stand in place for long periods of time, walk long distances and work in inclement weather.
- Ability to communicate effectively and work with diverse populations.
- Ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS:

Education: High School Diploma or Equivalent.

Experience: 3-5 years of full-time or equivalent part-time paid work experience related to area of assignment.

Education & Experience Substitution: N/A

Certificates, Licenses, Registrations: Valid Driver's License

CLASS TITLE: Facility Coordinator

DISTINGUISHING CHARACTERISTICS:

These positions are responsible for the overall operations of a state facility, supervising all support staff. They have the authority to make purchases for inventory. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directly supervises facility staff, ensuring all work assignments are completed.
- Ensures that all facility operations are in compliance with applicable laws, codes, rules and regulations.
- Orders supplies and oversees facility property and inventories.
- Keeps accurate records of facility operations, property and inventories.
- Oversees agreements and contracts with vendors and other entities that provide services necessary for facility operations.
- Trains staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of methods to maintain the facility and equipment.
- Knowledge of all applicable laws, codes, rules and regulations applicable to ensure that operations are compliant.
- Ability to supervise staff.
- Ability to follow appropriate procedures associated with inventory maintenance.
- Ability to generate agreements and contracts.
- Ability to train staff.

MINIMUM QUALIFICATIONS:

Education: Associate's Degree from a regionally accredited college or university related to Facility Management

Experience: 1-3 years full-time or equivalent part-time paid work experience related to Facility Management

Education & Experience Substitution: Experience related to Facility Management can substitute for the required degree on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Facility Specialist**DISTINGUISHING CHARACTERISTICS:**

These positions, typically under administrative direction, plan, develop, schedule and monitor all construction projects and associated contracts for a state agency. These positions are responsible for staying within an assigned budget and may have supervisory responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees agency construction projects, including may oversight of the unit's staff, daily operations, unit evaluation and the establishment of policies and procedures.
- Plans, develops, schedules, coordinates and monitors all construction maintenance and renovation projects for state owned buildings and facilities.
- Ensures construction projects are in compliance with all applicable laws, codes, rules and regulations.
- Participates in the bidding process and is responsible for all contracts.
- Inspects and monitors all phases of construction.
- Oversees budgets, supplies and equipment.
- May represent the agency at public meetings, hearing or discussions with public officials and/or other state and federal agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of engineering and technical services.
- Knowledge of contracts, purchasing and construction project management.
- Knowledge of safety and environmental regulations.
- Knowledge of the organization, mission and programs with the agency.
- Knowledge to conduct on-site inspections of building projects.
- Knowledge of change orders and purchase acquisitions.
- Ability to effectively supervise staff.
- Ability to communicate state standards and policies and monitor compliance.
- Ability to evaluate situations, analyze data and prioritize projects.
- Ability to plan, direct and coordinate daily operations of unit office.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university related to facility management, construction or engineering.

Experience: 5-7 years full-time or equivalent part-time paid work experience related to Facility Management

Education & Experience Substitution: Experience related to facility management, construction or engineering can substitute for the required degree on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

CLASS TITLE: Facility Manager

DISTINGUISHING CHARACTERISTICS:

These positions, typically under administrative direction, plan, develop and direct the operations of a state agency's construction unit. These positions are responsible for setting and staying within an assigned budget. They oversee a unit with responsibility of managing staff. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.):*

- Plans, develops, schedules and monitors all construction projects statewide for an agency.
- Manages an agency unit responsible for agency construction projects, including oversight of the unit's staff, daily operations, unit evaluation and the establishment of policies and procedures.
- Plans, develops, schedules, coordinates and monitors all construction maintenance and renovation projects for state owned buildings and facilities.
- Determines maximum cost effectiveness among alternative for projects.
- Ensures construction projects are in compliance with all applicable laws, codes, rules and regulations.
- Serves as the key contact for contractors, consultants, suppliers and regulatory agencies.
- Participates in the bidding process and is responsible for all contracts.
- Inspects and monitors all phases of construction.
- Oversees budgets, supplies and equipment.
- Represents the agency at public meetings, hearing or discussions with public officials and/or other state and federal agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of engineering, construction, maintenance and renovation projects.

- Knowledge of safety and environmental regulations.
- Knowledge of preventative maintenance and performance measures.
- Knowledge of the organization, mission and programs with the agency.
- Skills to develop plan specifications and estimates for projects.
- Skills to develop and implement operational procedures within regulatory and statutory guidelines.
- Ability to plan, direct and coordinate projects.
- Ability to work independently.
- Ability to interpret blueprints and diagrams.
- Ability to work with professionals, such as architects, engineers and contractors.
- Ability to supervise and lead staff.
- Ability to communicate state standards and policies and monitor compliance.
- Ability to evaluate situations, analyze data and prioritize projects.

MINIMUM QUALIFICATIONS:

Education: Bachelor's Degree from a regionally accredited college or university related to facility management, construction or engineering.

Experience: 7-9 years full-time or equivalent part-time paid work experience related to facility management, construction or engineering may substitute for a required degree on a year-for-year basis.

Education & Experience Substitution: Experience related to Facility Management can substitute for the required degree on a year-for-year basis.

Certificates, Licenses, Registrations: N/A

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