. . . . . .

Class Specifications
for the Class:

BUILDING MANAGER

Duties Summary:

Represents Central Services management in managing and overseeing the operation and maintenance of State buildings and related facilities within an assigned area; develops and recommends policies, procedures and plans to provide optimum conditions for facility tenants and their clientele; develops and recommends contingency policies, procedures and plans to provide for the safety and security of the facilities and its users in emergency or critical conditions; manages custodial staff through subordinate supervisors; and performs other related duties as assigned.

Distinguishing Characteristics:

This class represents responsibility for representing Central Services management in managing and overseeing the operation and maintenance of State buildings and their appurtenances within an assigned geographical area. The emphasis is on management and control of State buildings and their appurtenances to provide user agencies with appropriate space and essential building services to maximize user efficiency, security, safety, economy and comfort. Positions in this class also develop, recommend and implement plans and procedures for the safety and security of the facilities and its users in emergency or critical conditions such as natural disasters, fires, bomb threats, power outages, work stoppages, etc.

Functions are performed in accordance with applicable building codes and ordinances, laws and regulations relating to energy conservation and occupational safety and health, and departmental guidelines, policies and procedures relating to building operation and maintenance. The work is performed under the general supervision of a position responsible for public building management and in close cooperation with building tenants, vendors of contracted services, and DAGS Central Services building maintenance and repair personnel.

A position in this class has no direct authority over line maintenance and repair personnel but keeps abreast of and inspects work for adequacy. Working knowledge of the several building trades is required. The position is responsible for the acceptability of the completed work and for the performance of all preventative and routine maintenance contracts.

Extensive personal contacts are maintained within the agency, with tenants of the facilities, and with representatives from outside the agencies such as suppliers and vendors of contracted services. The nature of these contacts frequently require considerable resourcefulness and problem solving skills in dealing with diverse interests and viewpoints.

Examples of Duties:

Reviews, develops, and recommends policies, plans and procedures for the management and control of facilities operations for the efficient, economical, safe, and secure use of such facilities by building tenants and their clientele; manages or arranges for services necessary for the operation and maintenance of State buildings and related facilities within the assigned district, including building security, key control and distribution, refuse disposal, communications and custodial services, equipment maintenance and repairs such as on elevators, air conditioning systems pumps, fire extinguishers and fire sprinklers, etc., and identifying problems, recommending solutions, and coordinating and expediting building repairs and alterations; reviews, develops, and recommends rules and regulations relating to proper usage of assigned areas, including building access; evaluates and controls the utilization of existing space and need for additional space; consults with building tenants to develop and coordinate plans and procedures for access control for the safety and security of the facilities and its users including entry, exit, and evacuation procedures in emergency or critical conditions such as natural disasters, fires, bomb threats, power outages, work stoppages, etc.; responds and ameliorates emergency conditions after hours due to fire, break-ins, etc. by obtaining the necessary work force or contractors; prepares recommendations for contract specifications, plans and documents for formal and informal bidding purposes for service contracts; enforces approved contract terms; inspects work performed under contracts and processes necessary documents to certify satisfaction of contract terms; continually monitors and inspects buildings and facilities in the assigned area for adherence and compliance to Occupational Safety and Health, Central Services, and other appropriate maintenance and operational standards and directives; consults with building tenants and users to resolve problems and complaints regarding respective services; develops and maintains building equipment and supplies inventories; inspects facilities and reviews operations for adherence and compliance to energy conservation measures and corrects deficiencies, investigates unusual increases in consumption, resolves problems and complaints; coordinates recycling and other special projects within the assigned area; forecasts and submits cost data for operating budget and expenditure plans for maintenance, operations, repairs,

contractual services, labor, materials, supplies, utilities and equipment requirements for the operation and maintenance of buildings and related facilities in the assigned area; implements and monitors approved expenditure plans; enforces budgetary controls and fiscal management of expenditures; reviews billing documents, verifies amounts and recommends approval for payment; receives and reviews requests for facility alterations and repairs, assists occupant agencies to interpret and recommend changes to design plans, coordinate procedural requirements, and other considerations such as utilities, temperature control, floor layout, etc.; keeps abreast on new equipment and supplies to improve performance and productivity; supervises through subordinate supervisors, building custodial personnel; reviews, develops and enforces work schedules for custodial personnel; recommend personnel actions such as commendations, reprimand, temporary assignments, overtime, etc.; inspects assigned facilities for proper maintenance services; receives and resolves complaints; prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: Building codes and ordinances; principles and practices applicable to occupational health and safety; energy conservation methods and practices; building security procedures; principles and practices of supervision; report writing.

Ability to: Plan, evaluate, and coordinate building operations and maintenance activities, including the performance of building repairs; understand and apply pertinent laws, rules and regulations; prepare clear and concise reports, budget forecasts and program expenditure plans; establish and maintain effective working relationships with various elements of governmental agencies and the private sector, such as employee union business agents, representatives of occupant agencies, etc.; communicate effectively both orally and in writing; plan, direct and evaluate the work of others; operate motor vehicles, up to and including light trucks and vans.

- -

This is the first class specification for the new class BUILDING MANAGER.

Effective Date: August 16, 1985

DATE APPROVED: 5/24/85 /s/ James H. Takushi
JAMES H. TAKUSHI
Director of Personnel Services