

Minimum Qualification Specifications
for the Class:

BUILDING MANAGER

Basic Education/Experience Requirement

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements

Except for the substitutions provided for elsewhere in this specification, applicants must possess at least two and one-half (2-1/2) years of responsible work experience in one or a combination of the following:

1. Property management or operations experience which demonstrated knowledge of and ability to plan, coordinate and implement building management and operations activities. Such experience may have been gained as a manager of office or apartment buildings, superintendent of buildings and grounds, property manager of a shopping complex, facilities manager of a manufacturing plant, or similar experience. The experience must have been of such quality and level of responsibility as to involve most of the following duties: negotiating lease or rental contracts; managing and overseeing the operation, maintenance and upkeep of the buildings; negotiating and monitoring buildings maintenance and service contracts; supervising maintenance workers; and providing for and maintaining a safe, secure and comfortable environment for the building tenants, their clients and equipment.
2. Management experience in the construction or maintenance fields which demonstrates that the applicant has a good working knowledge of management

practices, methods, and techniques. The experience must have been of such quality and level of responsibility as to involve most of the following duties: negotiating and executing contracts entered into with clients, contractors, and suppliers; preparing and/or interpreting and executing plans and specifications for construction and maintenance projects; estimating labor and material costs; ensuring observance of proper safety measures and compliance with occupational safety and health laws and regulations; and ensuring compliance with appropriate building codes.

3. Inspectional experience in construction or maintenance projects including inspection of plans and structures, construction methods, practices, materials and work quality to assure conformance to the provisions of contracts and specifications and applicable building codes.
4. Professional engineering or architectural work experience in the planning, design, construction, maintenance and/or operation of engineering or architectural projects which required application of professional engineering or architectural education, knowledge and abilities in the solution of problems.

Examples of Non-Qualifying Experience

1. Experience concerned with a small operation, not involving a multiplicity of concerns on a continuous basis and which did not require responsibility for the development and implementation of a comprehensive program of facilities operations and maintenance, is not qualifying.

Examples of such non-qualifying experience include experience limited to management of a small facility or unit, such as a single family dwelling or a small commercial property, with responsibilities consisting primarily of ownership, periodic lease negotiations, rental collections and occasional building repairs and maintenance work.

2. Experience as a laboring, skilled trades or supervising skilled trades worker, which duties were limited to performance of laboring or trades tasks and which did not include responsibility for the management of a construction or maintenance project, is not qualifying.
3. Experience as an engineering aid, or other ancillary role performed in support of professional engineers, is not qualifying.

Substitutions Allowed

Completion of all requirements for a degree in engineering or architecture may be used to meet the education requirement and substitute for a maximum of one (1) year of the required experience.

Quality of Experience

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specifications for the class BUILDING MANAGER, which were approved on May 24, 1985.

DATE APPROVED: 11/27/12

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