Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Building Manager, Trades	**CLASS NUMBER:** 30216	**FLSA:** Exempt
AGENCY/DIVISION: Public Facilities Management	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N19	**POSITION CONTROL #:** 030121
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 8:00 AM – 5:00 PM	**SUPERVISOR (PCN):** Deputy Director, Operations (030041)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Carpenter Foreman (030127) Paint Foreman (030057) Electrical Foreman (030051)		

CLASSIFICATION PURPOSE:
The primary purpose of the Building Manager, Trades classification is to provide management and direction for maintenance of various county facilities and assigned trades staff. Identify, plan, and supervise building and maintenance schedules, activities, standards, and supervising staff.

JOB DUTIES:
Oversee and manage day to day operations of various county facilities. Supervise and direct assigned trades staff. Ensure adequate staffing levels, approve leave requests, and review and approve time sheets. Recommend and implement staff training, conduct employee performance appraisals, recommend disciplinary actions, and assist in interviews for vacant positions, as needed. Establish standards for and monitor employee conduct. Develop and prepare facility use and staffing reports. Implement approved policies and procedures and communicate to staff and facility users. Provide resources for the use of specialized equipment as needed. Recommend methods of improvement for services to assigned operational groups. Monitor the quality of trades projects and assigned facilities. Schedule and inspect maintenance and repair work. Maintain regular observation of facility and equipment to ensure conformance with established policies and procedures. Recommend process and customer service improvements to Deputy Director, Operations. Approve purchase requests, maintain purchase spreadsheets, and verify invoices for payment. Manage and maintain related documentation and files. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge management; supervision; safety practices; agency policies and procedures; government structure and process; Skill in equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; apply principles to solve practical everyday problems; define problems, collect data, establish facts and draw valid conclusions; recognize safety warnings; add, subtract, multiple and divide whole numbers; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Associate's degree in mechanical, construction or related field with five (5) years of progressively responsible experience in building and facility maintenance and repair or related experience; or any equivalent combination of training and experience.

Additional Requirements
No special license or certification is required.

Supervisory Responsibilities
Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, to recommend the transfer and promotion of other employees.

UNUSUAL WORKING CONDITIONS:
May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name	Employee Signature	Date

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date:_____