

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Building Manager	<u>CLASS NUMBER:</u> 30215	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N19	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Operations (033002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Building Manger classification is to oversee maintenance and use of the assigned county facility. Provide operational management and direction.

JOB DUTIES:

Supervise and direct operational units and various staff. Ensure adequate staffing levels, approve leave requests, and review and submit time sheets. Recommend and implement staff training, conduct employee performance appraisals, recommend disciplinary actions, and assist in interviews for vacant positions, as needed.

Oversee and manage applicable buildings and facilities, supervise building and ground use and maintenance. Monitor buildings and grounds, including HVAC, lighting and cleanliness. Schedule and inspect maintenance and repair work to ensure compliance with specifications and safety guidelines. Establish performance standards and conducts audits, verify invoices for payment. Make recommendations regarding contract awards. Manage and maintain related documentation and files.

Monitor facilities and equipment to insure conformance with established policies and procedures. Supervise and assists with set-up changes. Provide resources for the use of specialized equipment as needed. Provide leadership and technical assistance to staff and patrons for emergency procedures including building evacuation, electrical failures, elevator emergencies, injuries, and weather-related emergencies.

Perform related administrative duties. Approve purchase requests and maintain purchase spreadsheets. Develop and prepare facility use and staffing reports. Provide information on building system performance. Recommend changes in policies and procedures and provide interpretation to staff and facility users. Recommend methods of improvement for services required in all areas of the facilities. Recommend maintenance and building safety solutions to supervisor. 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 of inventory control; workforce planning; employee training and development; supervision; safety practices; agency policies and procedures; government structure and process; interviewing. Skill in skilled trade; equipment operation. Ability to apply principles to solve practical everyday problems; understand practical field of study; recognize safety warnings; add, subtract, multiply and divide whole numbers; maintain accurate records; interview job applicants effectively; prepare meaningful, concise and accurate reports; arrange items in numerical or alphabetical order; 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 degree in mechanical, construction, or related field with three (3) years of progressively responsible experience in building and facility maintenance and repair or related experience; or any equivalent combination of training and experience.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate work; provide instructions to employees while maintaining established department standards; recommend discipline or discharge; to act on employee issues; to recommend the transfer and promotion of 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