

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

<u>CLASSIFICATION TITLE:</u> Facilities Assistant Project Manager	<u>CLASS NUMBER:</u> 30703	<u>FLSA:</u> Non-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> N11	<u>POSITION CONTROL #:</u> 033101
<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> Superintendent, Operations (033100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Facilities Assistant Project Manager classification is to assist the Facilities Project Manager in overseeing the planned work to be performed by architects, engineers, vendors and contractors to ensure a timely completion of projects that are accomplished under budget while complying with the specifications of the project.

JOB DUTIES:

Assist in coordinating and monitoring maintenance, replacement operations and improvements. Coordinate and monitor designated minor construction and maintenance projects as assigned. Prepare drill plan documents for building safety. Prepare documents showing specific drill duties of Safety Teams and High Rise Safety Officers. Attend safety drill planning committee meetings. Attend and participate in meeting with Safety Teams for post-drill exercise evaluation and dissemination of information received through feedback forms. Compile statistical data from feedback forms. Attend meetings with outside vendor representatives, emergency first responders and administration. Write status reports on all assigned improvements, collect invoices for payment, observe and document improvement progress and quality of work of hired contractors. Recommend safety training for staff. 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 in inventory control; safety practices; agency policy and procedures. Skill in equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; understand system of mechanical or other procedures; interpret variety of instructions in written, oral, picture, or schedule form; understand practical field of study; define problems, collect data, establish facts and draw valid conclusions; comprehend and record figures accurately; use statistical analysis; recognize safety warnings; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, facility management, management science or public administration or 12 months training or experience in construction project management or any combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver's license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

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