

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

<u>CLASSIFICATION TITLE:</u> Senior Building Manager	<u>CLASS NUMBER:</u> 30221	<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> N20	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> Varies	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Operations
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Sr. Building Manager classification is to provide advanced oversight of the maintenance and use of assigned county facilities. Provide operational management and direction and serve as mentor/team lead for Building Managers.

JOB DUTIES:

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. Maintain current knowledge of various specialized facility systems, including but not limited to systems unique to correctional facilities and high-rise buildings.

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.

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. Provide coverage for other Senior Building Managers and Building Managers, as needed. Provide training, mentoring, and team lead services for Building Managers and other assigned staff.

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. This position requires regular and consistent on-site 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:

Any equivalent combination of relevant training and experience including but not limited to: 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.

Additional Requirements

The position requires occasionally working outside of business hours (i.e., requires some late nights and weekends for maintenance). Must have and maintain a valid driver's license, with an accessible vehicle during working hours.

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: _____

The position requires OSHA 10 certification at the time of hire and OSHA 30 certification within six (6) months of hire.

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