

## POSITION DESCRIPTION

Administrative Program Management Supervisor

Trades Group Section Chief

Division of Facilities Development & Management, Bureau of Building Management

Position No. 009520

September 2018

### **POSITION SUMMARY**

Under the general supervision of the Building Management Bureau Director, this position serves as the manager and director of the Trades Group Section in the Department of Administration (DOA), Division of Facilities Development & Management (DFDM). As section manager, this position has responsibility and decision-making authority for trade related building maintenance and construction projects, trade staffing and project planning, trade worker scheduling and supervision of the DOA central trades group.

As section manager, this position manages the staff and operations of the trades group. This position specifically plans, directs and supervises the trade workers in the section and is responsible for the development and management of maintenance activities in DOA managed facilities.

This position is also responsible for any project planning and policy development relative to construction work done under the projects including decisions related to in-house performed tasks versus outsourced tasks. All planning for these projects is done with the project management section in the bureau. Final designs are reviewed by this position and final inspections completed for all project type construction work done in the buildings.

This position is also responsible for the bureau-wide trades activities pertaining to the computerized preventive and corrective maintenance program and policies for equipment and facilities. This includes participating in the bureau-wide effort to develop and implement planned maintenance activities to maintain the equipment/facilities to allow tenant agencies to successfully complete their programs.

### **GOALS AND WORKER ACTIVITIES/OBJECTIVES**

#### **35% A. Manage and direct the Trades group section staff of the Division of Facilities Development & Management. Plan, direct and supervise staff assigned to the Trades group.**

- A1. Develop work assignments and give written or oral work direction as required on assignments. Manage and coordinate work assignments for greatest functional efficiency. Maintain staffing backup and cross training plans to insure coverage of essential functions during staff absences or staff shortages.
- A2. Routinely review progress on assigned projects and tasks and report findings to the Director. Work with staff to maintain project schedules and meet deadlines.
- A3. Take responsibility for personnel matters including developing performance standards, administering performance evaluations and planning sessions.
- A4. Schedule investigatory interviews, listen to grievances, take disciplinary action, and recommend higher level disciplinary action for approval by the Director.

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- A5. Prepare position descriptions for new employees, write exams and assist with the interview process with the review, and approval of the Director. Make recommendations to the Director for filling positions.
- A6. Routinely review newly created tasks and assign these tasks to the appropriate staff. Utilize CMMS work order process data to assist in staff performance evaluations.
- A7. Develop and implement policies, procedures and directions instituted by the Director.
- A8. Recommend the hiring, transfer, promotion, suspension, layoff, recall, discipline, assignment, and evaluation of employees.
- A9. Develop and implement a program for ongoing training of staff to maintain technical skills, develop interpersonal skills and promote awareness of State operations. Encourage staff skill development for greater work assignment flexibility and staff backup capability.
- A10. Maintain skills and knowledge in construction engineering and practices to facilitate construction management, including estimating, scheduling and project management.

**30% B. Provide technical supervision, organization and management of Trades Group activities.**

- B1. Effectively interact with project delivery staff to ensure the efficient delivery and timely completion of delegated projects.
- B2. Plan, schedule, and implement maintenance repair and remodeling projects. Determine scope of work and provide cost estimates for improvements requested by tenants. Incorporate tenant operational requirements and priorities into project development and planning activities.
- B3. Identify maintenance needs that require non-operating budget funding or outside contractor services so tasks can be completed as necessary.
- B4. Prepare simplified bids and contracts for materials and services necessary to complete maintenance tasks or construction projects.
- B5. Develop preventative maintenance standards, schedules and labor requirements for the building envelope, mechanical, electrical, plumbing, building automation system, fire control and security systems.

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- B6. Conduct routine work site inspections to monitor the quality of workmanship, materials, and equipment. Ensure the timely completion of projects and work assignments by developing schedules and establishing deadlines.
- B7. Manage annual operational expenditures and project expenditures as required.
- B8. Evaluate the applicability, validity and feasibility of proposed projects.
- B9. Ensure the projects will be in sync with long range plans for the facilities and power plants.
- B10. Establish effective working relationships with project delivery staff to ensure the efficient delivery and timely completion of delegated projects.
- B11. Work with other State agencies to develop bids and contracts for the outsourcing of maintenance and construction project work.
- B12. Make immediate decisions on situations in need of emergency action and repairs.
- B13. Respond to tenant agency coordinators concerns by implementing preventative maintenance repairs.

**20% C. Develop, implement and administer the effective use of the computerized maintenance management system (CMMS)**

- C1. Record and plan current and future work assignments including both corrective and preventive maintenance tasks to document time and material consumed by the group for these activities.
- C2. Provide leadership on implementation of the CMMS preventive maintenance program. Recommend policies and procedures that will solve operational challenges or procedural issues.
- C3. Within the CMMS, receive, review, prioritize and assign repair and maintenance work requests for preventive, corrective and chargeable work orders that pertain to the trade workers. Effectively utilize staff resources to support various pre-determined need classifications such as emergency, urgent or routine.
- C4. Schedule assigned activities for all trade workers using the CMMS. Monitor progress and provide follow-up to ensure timely work order completion. Utilize CMMS work order tracking data to assist in tracking and evaluating staff work loads.

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- C5. Coordinate maintenance activities with Facilities Management Group Directors and/or their building superintendents or supervisors.
- C6. Participate in all CMMS planning meetings to develop bureau goals and objectives and to review accomplishments and identify problem resolving strategies.
- C7. Assist with the development of preventative maintenance standards, policies, schedules and labor and material requirements for the facilities systems and equipment utilizing the appropriate trade worker knowledge and talent.
- C8. Implement, direct, and monitor a quality assurance program to ensure that preventative maintenance standards are met. Diagnose malfunctions and design changes to improve the efficient operation of the bureau's building physical plant systems. Maintain an effective and collaborative communications with respective bureau management and staff regarding assigned resources and work request needs.
- C9. Represent the Trades section in the development of annual project schedules to plan the implementation of recommended maintenance projects.
- C10. Assist with the approval process for maintenance project including project request documents, final budget, preparation, and coordination of related projects.

**10% D. Participate in organizational planning to effectively implement the goals of the Division and Bureau. This includes staffing and project planning.**

- D1. Assist with the development and implementation of the annual maintenance project program for the bureau.
- D2. Work with the project management staff to document existing building conditions and identify maintenance needed to operate DOA/ DFM facilities at the highest levels of safety, efficiency and tenant customer satisfaction.
- D3. Develop, monitor and manage the trade's unit annual operating budget.
- D4. Establish and maintain effective and coordinated working relationships between staff and others involved in projects. Maintain an effective working relationship with departmental architects, engineers, project managers, construction superintendents, and other management support personnel.
- D5. Assist in the establishment of bureau quality services policies, procedures and guidelines to ensure that essential levels of program requirements are achieved.

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- D6. Evaluate and report on the availability of resources to accomplish goals and objectives.
- D7. Oversee and direct the development, planning, scheduling and execution of construction projects to be completed by the division. Attend project meetings as required.
- D8. Working with the Leasing Administration Section of the Bureau of Space Management & Occupancy and other agencies, to develop requests for proposals and provide an in-house multi-disciplinary trades review of construction prints and documents for the construction of new or remodeled state facilities.
- D9. Discuss program and facility alternatives with building management and architect/engineer firms that are developing facility designs for the division.
- D10. Review and provide input on the development of all facility designs prepared by architect/engineers and evaluate for conformance with DFD engineering standards, division space standards, compliance with Health, Safety, Fire and Building Codes and impact on the building HV AC, plumbing and electrical systems.
- D11. Evaluate floor plans and design documents prepared by tenant representatives and space management consultants. Identify changes required to comply with federal, state and local codes; with building operating policies and building capacities and established space standards.
- D12. Provide trade unit related construction cost estimates and timelines for remodeling projects as requested.
- D13. Assist Building Management with identifying issues concerning facility maintenance, equipment and system upgrades for consideration in the Division's biennial operating budget.

**5% E. Other duties as assigned.**

- E1. Perform special projects or sit on committees as directed by Division leadership.
- E2. Serve as a member of the Division leadership team for enterprise projects as required.

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**Knowledge, Skills, and Abilities:**

1. Knowledge of tools, equipment, materials, methods and practices used in the building trades.
2. Ability to read electrical diagrams interpret, and work from drawings, sketches, and blueprints.
3. Knowledge of supervisory concepts and techniques including team building, coaching, and motivational skills.
4. Knowledge of applicable safety codes, OSHA requirements, and building codes.
5. Knowledge of policy and operations requirements of facility programs.
6. Knowledge of budget development and monitoring.
7. Knowledge of human resource procedures and policies.
8. Effective oral, written, and interpersonal communication skills.
9. Ability to manage time effectively.
10. Ability to work independently and as part of a team.
11. Knowledge of project management concepts and techniques which includes schedules.
12. Intermediate to advanced computer skills are preferred.

**Special Requirements:**

- Ability to maintain a current driver's license and meet DOA Fleet driving standards to drive between work sites.
- Ability to climb and work from ladders, scaffolding, or hydraulic lifts.
- Ability to enter and work in enclosed or limited spaces.
- Ability to perform moderate to heavy lifting, up to 50 lbs., with or without accommodation.