Facilities Management Officer
Division of Facilities & Transportation Services
Bureau of Real Estate Management (BREM)

Position Summary:

Under general supervision of the Space Management and Occupancy Section Chief, this is an advanced technical position responsible for implementation, coordination and management of capital interior building projects within state owned office space. Typical projects can vary from $1,000 to $500,000 and include interior office facilities. Due to the nature of the State's capital budget planning and approval process, the individual in this position may be involved with multiple projects in all phases of the development process, i.e., initiation, planning, execution, and closing of projects.

A significant portion of the individual's time will be spent coordinating the requirements and goals of a diverse group of state building tenants. Typical projects will often include (but are not limited to) working with:

- State agency departments (the client or "Client Agency")
- Capital and budget planning groups
- Planning, engineering and design consultants
- Construction contractors
- DOA building staff (operational maintenance, trades, utilities, police, building managers, etc.)
- Private real estate landlord or development teams
- The State Capitol and Executive Residence Board (SCERB), The Wisconsin Executive Residence Foundation (WERF), The State Building Commission.

The broad range of responsibilities identified necessitates that the individual has a clear understanding of the programmatic needs of agencies in order to determine if infrastructure upgrades of existing state facilities are appropriate, if new construction is warranted, or if available space will meet their needs. Since these recommendations are made in the context of the existing state office building inventory of facilities, it is essential that the individual have a good working knowledge of what is available/usable within state owned buildings and how it may fit the programmatic needs and financial circumstances of proposed projects.

Depending on project mix and other factors the individual will also hire, manage, and supervise contracted professional staff that is skilled in providing support in the operational and technical planning of the design, construction and remodeling of facilities.

Goals and Worker Activities

45% **A. Manage and implement client agency space needs and construction activities by producing documents for 1) feasibility analysis, 2) facility planning, 3) furniture reconfiguration, 4) construction documents, 5) finish selection and presentation and 6) construction implementation.**

A1. Guide professional, technical, and non-technical staff in the areas of feasibility analysis, facility development, construction documentation and implementation.

A2. Identify space needs of the various client functions when producing or managing consultant architects and engineers on documentation to support project requests. Assist in the development of space requirements and operational relationship needs.

A3. Work with DFTS Clients and Real Estate Section to determine basic facility needs, evaluate location and legal considerations (building code and ADA compliance), evaluate alternatives and make recommendations.

A4. Develop space and program statements and work with DFTS staff to create project budgets.

A5. Determine overall financial feasibility of projects through budget development with the assistance of the Bureau of Building Management.

A6. Meet with appropriate teams, committees, boards and tenant agencies to evaluate project requests, assess project priority, identify most significant needs, and identify essential criteria. Evaluate reports to clarify "needs" vs. "wants."

A7. Develop a design concept or concepts that come closest to the optimum alternative. Utilize *AutoCAD* to create and present layout design alternatives and to generate office space layouts including furniture reconfiguration and construction changes.

A8. Field verify existing facilities and conditions in order to develop accurate space options that meet code and budget requirements.

A9. Prepare documentation for and monitor the bidding process for the procurement of carpet, furniture and other interior products.

A10. Select and present alternatives for furniture, finishes, lighting, signage and artwork for the States historical buildings.

A11. Prepare project materials for formal presentation.

A12. Ensure that timely communication exists regarding the activities associated with the planning and development of client agency projects so that agency needs can be incorporated into strategic planning efforts by DFTS.

A13. Report on the Client Agency/Department projected needs to the Bureau Director for incorporation into the strategic planning of capital projects, infrastructure upgrades or new building proposals or renovation projects.

30% **B. Lead and manage consultants and coordinate with Bureau of Real Estate and Building Management staff (AE's, engineers, contractors, operational maintenance staff, trades etc.) for the Division of Facilities & Transportation Services.**

B1. Coordinate with the DFTS Real Estate Team and give guidance on technical support and services to the Bureau of Building Management and Division of Facilities Development, and other groups involved in the State-Owned Office Building Portfolio building program.

B2. Provide evaluations on agency requests submitted to the Division of Facilities & Transportation Services. When needed, make critical assessments and recommendations.

B3. When requested, conduct field investigations. This task requires knowledge of the DOA Division of Facilities & Transportation Services mission and the basic functions of various building types.

B4. Supervise consultants in interior design, architectural and engineering services, feasibility, cost and technical analysis of buildings.

B5. Analyze and confirm with on-site inspections any code violations identified or reported. Evaluate the physical conditions observed and make recommendations.

B6. Manage/monitor the design of complex projects to ensure that DFTS guidelines are met, program requirements are fulfilled, and expenditures are commensurate with program needs by attending project meetings and critiquing project documents.

B7. Represent DFTS when appearing before or consulting with representatives of other administrative bodies, boards, client groups, departments and professional organizations.

B8. Participate in reviews of private consultant's work, ask questions and offer suggestions to help meet project needs. Review construction documents and provide feedback for drawing revision.

B9. Seek out new methods, products systems that will provide improved reliability and reduce energy demands in new and existing facilities.

B10. Resolve minor construction and/or operating problems.

B11. Coordinate site inspections, oversee corrections of errors in work, and assist in opening and close out of building projects.

B12. Monitor the construction bidding process. Facilitate pre-bid tours for interested bidders.

B13. Utilize the DFTS process to coordinate construction projects from start to finish including project meetings, conflict resolution, punch list, and project closeout.

B14. Utilize DFTS project management software to ensure timely processing of field orders, change orders, contracts and payment of invoices.

10% C. Assist the Space Management and Occupancy Section Chief in policy development and implementation within the framework of DFTS policies and procedures.

C1. Implement DFTS and departmental policy relating to all project development (i.e., planning, design, funding, operations and maintenance) prior to involvement of private consultants. Carry out overall DFTS and department mission and functions through, cost-effective practices to achieve quality output within budget constraints.

C2. Implement project programming practices which define design features and level of quality required for all State-owned office building construction.

C3. Administer guidelines in a manner which assures that program requirements are met, quality assurance is maintained, and cost-effective materials and methods are utilized.

C4. Provide recommendations and guidance to client agency staff on technical aspects of the Americans with Disabilities Act, capital renewal initiatives, cost estimates, field inspections, space plans, drawings and specifications, studies and evaluations, International Building Code (IBC) space standards and guidelines, etc., to establish a consistent approach for projects across the entire DFTS portfolio of office space.

5% **D. Provide technical knowledge and assistance to agency clients in their development of requests for the biennial capital budget.**

D1. Manage the identification and cost estimation of projects.

D2. Assist in portraying the project scope and quality narratives in non-technical terms.

D3. Evaluate project requests for conformance with facility master plans, life cycle cost standards and energy-conservation.

D4. Provide technical assistance in developing agency requests for submission to the State Building Commission, SCERB or other decision-making entities.

5% **E. Manage and maintain DFTS Space Managements building drawing portfolio both architecturally with *AutoCAD* and with the *Archibus* Space Management software (or similar).**

E1. Maintain DOA drawing standards including CAD layering of plans, drawing labeling and storage.

E2. Update record drawings with *AutoCAD* following DOA/DFTS drawing standards.

E3. Help maintain DFTS drawing portfolio using the *Archibus* space management software or similar.

E4. Modify and update plans and buildings for signage and life safety requirements.

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

F1. Maintain current knowledge of new developments in the fields of interior design and building code through continuing education and regular consultation with staff experts.

Knowledge, Skills, and Abilities

1. Project management skills and abilities.
2. Ability to work as a team member as well as independently.
3. Budget management skills.
4. Skill in developing space programming.

5. Experience, knowledge, and skill in use of computer software (*Microsoft Suite*, *Word*, *Excel*, *Outlook, Archibus,* and *AutoCAD*).
6. Advanced skills in CAD and familiarity with national CAD standards.
7. Excellent organization skills.
8. Experience and ability to manage multiple projects and establish workload priorities and timelines.
9. Effective verbal and written communication and negotiation skills.
10. Ability to work effectively with a diverse group of people.
11. Skills in Space Management and Occupancy Software.
12. Positive attitude and problem-solving capability.
13. Leadership and/or supervision skills.
14. Ability to lead and guide work, projects, and team members.