

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

**Military Affairs Facilities Branch Chief**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to a single professional supervisory position located at the Department of Military Affairs which administers the agency's facilities development and management program within the Construction and Facility Management Office. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses a singular position within the Department of Military Affairs. Positions allocated to this classification perform supervisory and management work with responsibility for the general project oversight of the upkeep, maintenance, repair, and minor remodeling for Wisconsin Army National Guard (WIARNG) facilities and grounds across the State of Wisconsin and setting the strategic priorities of, and oversight of, the construction projects for improvements to those facilities. Positions in this classification meet the definition of management and supervisor s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of management and supervisor, as defined in s. 111.81(13) and (19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located in the Department of Military Affairs.

3. Positions which are responsible for management and development of planning, acquisition, negotiations, preparation of policy papers, or similar, for a majority of the time and are best classified within the Facilities Management Officer classification.
4. Positions which are responsible for directing buildings and grounds maintenance and repair programs for a majority of the time and are best classified within the Building and Grounds Superintendent or Building and Grounds Supervisor classifications.
5. Positions which are responsible for supervising professional architectural or engineering positions for the majority of the time and are best classified within the Capital Projects Supervisor classification.
6. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter into this classification by competition.

## II. DEFINITION

### **MILITARY AFFAIRS FACILITIES BRANCH CHIEF**

This (singular) position is in the Department of Military Affairs reporting to the Deputy Construction and Facilities Management Officer. Work is performed under general supervision with a significant policy and procedure component and conducting professional, supervisory, and management duties. This position is responsible for: establishing policies and procedures for staff; leading the policy and procedure input and development for operations and maintenance of all Wisconsin Army National Guard (WIARNG) facilities; strategic and long-range planning in support of the statewide buildings and grounds administration; managing and prioritizing authorized funding and identifying cost saving initiatives; representing the agency for facilities maintenance; representing and providing oversight of the agency's ongoing facility update and construction projects; leading daily operations for facilities across the state; and overseeing and reviewing vendor contracts for general and preventive maintenance.

This position is responsible for exercising decision-making authority for operational management of all WIARNG facilities and provides supervision to all Buildings & Grounds Superintendents responsible for WIARNG facilities located across the state as well as the positions responsible for building infrastructure (e.g., grounds construction project repairs, roofing, water and waste infrastructure, flooring), and general building and equipment lifecycle project management. This position evaluates the performance and achievement of operational goals and objectives; monitors operating and capital budgets and authorizing expenditures; and implements and monitors the preventative maintenance program.

## III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience(s) which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

**IV. ADMINISTRATIVE INFORMATION**

This classification specification was created effective June 30,2024 and announced in Bulletin DPM-0624-CC/SC, to describe a single facilities management position located at the Department of Military Affairs which administers the department wide WIARNG facility programs.

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