

CLASSIFICATION: ADMINISTRATOR, PLANT AND PROPERTY MANAGEMENT

Class Code: 0068-35

Date Established: 5-23-13

Occupational Code: 7-5-9

Date of Last Revision:

BASIC PURPOSE: To assist the Deputy Commissioner, Department of Administrative Services in overseeing, directing, and implementing all aspects of facility and security management for state owned buildings under the care of the Department, including programs, policy, financial and personnel activities.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Develops Department policies and procedures ensuring that all state owned buildings under the care of the Department are maintained properly and in the most cost effective manner.
- Directs and monitors development of policies and procedures for security of all Department buildings and grounds including security staff, building access systems, fire, burglar and building monitoring alarms, and system testing.
- Develops and maintains health and safety policy for higher levels of management, applying safety and occupational health laws, regulations, principles and procedures, ensuring that Department buildings and office spaces are in compliance with state and federal health and safety guidelines.
- Serves as the Risk Management Coordinator for the Department and acts as a liaison between the Joint Loss Management Committee and the Commissioner and executive staff for all Department issues.
- Directs and monitors development of biennial operating and capital budgets for all state owned buildings under the care of the Department, and ensures that the Department has adequate resources to maintain buildings according to code and in the most effective manner.
- Directs and monitors the development of Department energy reduction plans and ensures that the Department is operating its facilities in the most energy efficient and cost effective manner.
- Meets with Department heads and legislative leaders to coordinate life safety issues, building maintenance and renovation projects.
- Supervises management level staff to include hiring, approval of leave, performance evaluations and disciplinary action, in such a way as to ensure efficiency and productivity for the overall operations of the agency.
- Oversees the development of Department wide service contracts and ensures that all state buildings are maintained according to local, state and federal requirements.
- Directs and monitors leasing of office space by state agencies, and works with administrative staff to maximize the use of state office space.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

Knowledge: Requires expertise in a highly specialized, technical, or professional discipline to manage or create policy at a systemwide administrative level.

Impact: Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of systemwide programs and services as well as long-term adverse impact on agency image and the future success of organizational operations.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating systemwide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demand: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in business administration, engineering, architecture, or a related field.

Experience: Ten years' experience at an administrative or management level in a large public or private organization, six years of which must have been in a management level position involving administrative or supervisory duties concerned with facilities management, plant operation and maintenance, and/or occupational health.

OR

Education: Bachelor's degree from a recognized college or university with major study in business administration, engineering, architecture or a related field.

Experience: Eleven years' experience at an administrative or management level in a large public or private organization, seven years of which must have been in a management level position involving administrative or supervisory duties concerned with facilities management, plant operation and maintenance, and/or occupational health.

License/Certification: Must possess a valid State of New Hampshire driver's license.

RECOMMENDED WORK TRAITS: Knowledge of building codes. Knowledge of applicable State and Federal workplace safety and health standards and codes, i.e. NH DOL, OSHA, NH DES, EPA, NIOSH, and NFPA. Ability to develop, implement and evaluate operational and technical policies and procedures relating to a variety of areas including building and equipment maintenance, building and grounds security, energy management and workplace safety and health standards. Ability to develop reports, analyze research results, and present findings. Ability to speak before legislators, agency officials, and public groups. Ability to establish and maintain effective working relationships with associates, subordinates, public and state officials and contractors. Skill in communication and the use of computers to prepare and present reports and presentations to the legislature and to all levels of management. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.