FACILITIES MANAGEMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for providing administrative, technical and operational support for the Director, Facilities Management, with a primary focus on capital projects administration and special projects. The work is performed under the general direction of the Director, Facilities Management. Work guidance (e.g., lead work) may be provided to lower-level clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director with the administration, coordination and execution of capital projects, as well as departmental operations and administrative functions;

Develops, organizes and maintains capital projects administrative files, including bonding and funding requests, professional services contracts, construction contracts, purchase orders and advancement of funds documentation;

Prepares, reviews, tracks and maintains payment vouchers for professional services and construction contracts associated with capital projects;

Prepares, maintains and safeguards confidential administrative records, including documents related to capital projects, personnel matters, disciplinary actions, legal documents, contracts and other sensitive materials;

Prepares and maintains correspondence and reports related to Facilities Management operations, maintenance activities and capital projects;

Compiles and organizes information for reports, presentations, project documentation and administrative use related to capital projects;

Participates in departmental meetings to support, recommend and assist with implementing capital project programs, procedures and policies;

Assists with departmental operations and administrative functions;

Prepares and processes personnel documents such as employment forms, appointment paperwork, correspondence and related records;

Responds to phone and in-person inquiries related to Facilities Management, providing information and directing inquiries to appropriate staff members;

Serves as a liaison between the Veterans Agency and Facilities Management to address inquiries regarding veterans' cemeteries, including grave locations, markers, maintenance needs and work requests;

Utilizes computer programs, applications and automated systems (e.g., spreadsheets, word processing, databases, email, calendars) to complete work assignments and maintain records;

Completes special assignments and projects, as assigned.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative practices related to capital projects workflow, budgeting and documentation; good knowledge of office terminology, procedures and equipment; ability to interpret and apply departmental procedures, contract terms and project requirements; ability to prepare and maintain detailed records, reports and contractual documents;

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ability to meet deadlines and monitor project status; ability to establish and maintain cooperative working relationships with contractors, consultants, agency staff and internal personnel; ability to handle confidential and sensitive information with discretion; ability to utilize office software and applications including word processing, spreadsheets, databases and email applications.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and three (3) years of paid responsible administrative support* and/or non-routine** work experience involving capital project administration or facilities management projects.

NOTE: Graduation from high school or possession of an equivalency diploma plus additional years of the required experience may be substituted for college on a year-for-year basis.

*Responsible administrative support refers to administrative work that involves performing a wide range of tasks requiring sound judgement, accuracy, confidentiality, organizational skill and the ability to independently manage assignments, resolve problems and support organizational functions with minimal supervision.

**Non-routine duties are tasks or activities that do not follow a predictable or repetitive pattern and often require unique problem-solving skills, creativity and adaptability. It is unlike routine work, which involves activities that are well-defined, structured and can be performed using established procedures or guidelines.