

CLASS TITLE: DIVISION DIRECTOR, CAPITAL ASSET MANAGEMENT AND MAINTENANCE (DOA)

Class Code: 02506200

Pay Grade: 52A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting the Director of Administration with improving and integrating the management of state capital assets by identifying innovative solutions in the delivery of a strategic capital assets management program. The Division Director will accomplish this by developing and directing a capital program management plan, including major public building construction/renovation, leasing, disposition, and other real estate services, together with a comprehensive facilities management plan, all designed to meet the real estate needs of the State's departments and agencies. The Division Director also will oversee the consolidation within the Department of Administration of capital management functions currently within other state departments and agencies. To achieve these objectives, the Division Director also will direct programs which cross departmental operations and require the coordination of resources while promoting quality and integrity in the management and construction of the state's capital facilities and real estate assets. The Division Director also will oversee the Risk Management function and the following independent agencies: Building Code Commission, Contractors' Registration & Licensing Board, and the Fire Safety Code Board of Appeal & Review.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of Administration with wide latitude for the exercise of authority, initiative and independent judgment in the formulation of policy and program procedures; work is subject to review through consultations and written reports for satisfactory performance and conformance with applicable laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, coordinates, directs and reviews the work of an administrative, management, professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting the Director of Administration by planning, developing and directing capital asset program management, including major public building construction and renovation.

To manage the preservation of capital assets through the development and utilization of comprehensive and cost-effective maintenance and management strategies.

To develop and oversee a comprehensive facilities management program for state buildings, facilities, and grounds.

To identify, develop and administer a state capital asset management information platform.

To support agencies and departments by providing expertise and innovative solutions in the delivery of strategic and integrated facilities construction and management, real estate services, and workforce space planning.

To ensure that facilities attain practicable goals in sustainable design, construction and operations, and to ensure the state achieves optimal levels of energy and water efficiency for existing, renovated and new buildings, through the consideration of LEED certification,

International Green Construction Code, or other equivalent certification programs and best practices.

To ensure that the state's grounds are maintained in an aesthetically-pleasing and cost-effective manner and in alignment with best practices in the fields of sustainable landscape design and historic landscape preservation as appropriate and practicable.

To oversee the management of all capital construction projects and leases.

To be responsible for the disposition of surplus real estate owned by the State.

To develop benchmarks for facilities management and maintenance functions by establishing minimum standards for all state-owned facilities and represent the current best practices for facilities management and maintenance while maximizing the efficiency of business processes, and compliance with legal and regulatory requirements.

To establish program objectives, goals, and priorities and determine operating policies and implementation methods, within the context of the overall Department of Administration's policies and guidelines.

To ensure conformance with all relevant laws, regulations, standards, practices, policies and procedures.

To monitor Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and any other program participation goals in accordance with agency requirements and in partnership with the Office of Diversity, Equity and Opportunity.

To confer with and advise state officials at the highest level on a variety of issues, policies, programs, and executive initiatives.

To promote a culture that prioritizes customer service, innovation, quality, and efficiency.

To represent the Director of Administration at various meetings and events, or as designee to boards or commissions and to provide executive leadership in the development of departmental policies and objectives.

To inform agency officials of the Director's decisions and recommendations regarding programs and policies and to ascertain the actions taken in order to implement those decisions and recommendations.

To prepare in-depth written reports on all aspects of agency operations with analysis, evaluation and recommendations pertinent to enhancing operating procedures and the delivery of services.

To be responsible for the agency's input into the development of the operating budget and to ensure the efficient and sound management of all resources.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of facilities management, major public building construction, and capital asset management including organization, planning, staffing, budgeting and reporting; a thorough knowledge of the principles, methods, practices and techniques involved in real estate development and leasing and strategic asset management; a thorough knowledge of comprehensive and cost-effective maintenance and management strategies and standards; the ability to analyze and evaluate operating procedures and program needs and recommend and implement sound, creative problem-solving strategies and standards; the ability to make complex

fact-finding studies and prepare analyses and reports thereon for the use of a superior in the evaluation of facilities management, major public building construction, and capital asset management activities; the ability to direct asset development, management and maintenance activities that cross departmental operations and require the coordination of resources while eliciting cooperation at the highest levels; a working knowledge of the principles and practices of public administration, including purchasing, contracting and maintenance of public records; the ability to plan, direct and review the activities of staff engaged in providing direct services to state agencies; the ability to establish and maintain effective working relationships with superiors, subordinates, other government agencies, and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in Public or Business Administration, Finance, Real Estate, Architecture, Engineering or a closely related field; and

Experience: Such as may have been gained through: extensive employment in a responsible professional position involving capital asset management, real estate property development and/or property leasing within a large private or governmental setting.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 19, 2015