



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services

Class Code(s): 0918

Phone: (701) 328-3290

DIRECTOR, FACILITIES MANAGEMENT DIVISION

GRADE P

SCOPE OF WORK:

The individual in this classification performs administrative duties involving overall maintenance and security of the Capitol complex facilities and grounds. Provides a variety of administrative support services such as central mailroom services, tour guide and information services to the general public, coordination and assignment of facility space usage. Performs personnel related functions within the Office of Management and Budget.

DUTIES PERFORMED:

- Direct the activities involved in maintaining the Capitol complex buildings and grounds.
- Coordinate all activities involving the use of Capitol complex facilities and grounds including structures, landscaping, or any special additions such as statues, sculptures, etc.
- Approve all state leases of properties.
- Process and monitor all contracts involving the Capitol complex facilities including new construction, maintenance, and remodeling projects.
- Coordinate the flow of traffic within the Capitol complex including vehicle parking and movement, and movement of employees and visitors.
- Coordinate with the Highway Patrol and Heritage Center Security to provide Capitol complex security and insure monitoring and maintenance of all security equipment.
- Develop, coordinate, and implement a Capitol complex safety program to include contingency plans for the occurrence of illness, accidents, evacuation of occupants in emergency situations, etc.
- Develop, coordinate, and implement a plan for the utilization of space within the Capitol complex to include standards and criteria for space allocations.
- Direct a variety of support services within the Capitol complex such as a centralized mailroom, information service, and a tour guide service, etc.
- Serve on or coordinate a variety of committees dealing with the Capitol complex facilities and grounds such as the Capitol Grounds Planning Commission, Decade Trees Commission, etc.
- Perform personnel functions related to employees within the Facilities Management Division of the Office of Management and Budget to include recruiting, hiring, retention, training, evaluation, discipline, and salary administration.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires ten years of work experience as director of a physical plant and facility and/or construction management that included directing a staff involved in maintenance and facility support, overseeing major maintenance, renovation and construction projects, and working with a variety of individuals and groups using various complex facilities. College level course work in business or public administration or in a technical field related to facilities management may be substituted for five years of the work experience on a year-for-year basis.

Eff. Date: 4/91

Rev: 2/96 - Changed title; minimum qualifications wording, and updated format

Rev: 7/12 – Conversion to Hay System