



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0919

CAPITOL COMPLEX PHYSICAL PLANT MANAGER

GRADE M

SCOPE OF WORK:

Work involves managing Capitol complex physical plant daily activities and assisting the Facility Management Director with administrative duties.

DUTIES PERFORMED:

- Plan, assign, and evaluate the work of designated staff on maintenance and repairs of buildings; develop and implement work procedures and standards; provide training.
- Determine projects and requests to be completed in-house.
- Establish project and equipment repair, replacement priorities, and provide recommendations; collaborate with staff to inspect and prioritize replacement parts and equipment.
- Solicit bids for maintenance and repair projects; obtain budget request estimates.
- Meet with agencies and provide information for office remodels; coordinate with building occupants to determine maintenance and remodel needs; solicit bids when necessary; coordinate moves and assist with storage during construction.
- Schedule and coordinate contractors and other entities during construction.
- Inspect and prepare punch lists before final close-out of project.
- Coordinate the risk management and workers compensation activities of the division; attend Loss Control meetings; conduct safety inspections; ensure staff are trained; investigate incident reports.

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 six years of work experience in the daily operations and maintenance of a complex physical plant, two years of which must have included responsibility for management of physical plant staff. The experience must also have included responsibility for preventive maintenance and repair of facilities, equipment and/or grounds; on-site review and coordination of agency remodeling projects of less than \$100,000 with contractors; assist the Facility Construction Engineer with the interpretation of building code, blueprints, and building plans; and preparing cost estimates.

CLASS CODE: 0919

ND Class Description
Capitol Complex Physical Plant Manager

Eff. Date: 3/03

Rev: 7/12 – Conversion to Hay System

Rev: 12/14 – Update of scope, duties, and minimum qualifications