



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 2404

MILITARY FACILITIES REALTY OFFICER
GRADE K

SCOPE OF WORK:

Work activities involve providing real property management and serving as technical consultant to the Assistant U.S. Property and Fiscal Officer (USPFO) for real property.

DUTIES PERFORMED:

- Monitor all program and construction documents to ensure that changes to real property are reflected in the facility's real property records; maintain Computer Aided Design & Drafting (CADD) drawings of all facilities.
- Conduct surveys of facilities to ensure efficient space utilization and use capabilities; participate in site selection surveys; maintain updated property descriptions, building floor plans, and land area maps.
- Inspect general facility conditions; make recommendations to the facility manager based on inspection results.
- Develop and prepare land acquisition documentation, joint use agreements, deeds, abstracts, easements, permits, and other related documents.
- Research and interpret legal documents for land use; finalize actions.
- Prepare renewal and extension of leases; prepare and submit required real property reports and represent the base civil engineer on realty matters.
- Manage facility construction by reviewing and updating design, contract, project documents, and shop drawings; maintain design files, utility maps and drawings, and specifications to ensure compliance with National Guard criteria.
- Ensure that consultants and property users are aware of criteria guidelines, informed of project progress, and notified of anticipated design schedules.
- Coordinate planning and review of projects with design engineers, facility manager, base civil engineer, and others as needed.
- Prepare drawings and coordinate with design engineers, users, and regulatory entities on preparation of specifications for in-house design projects; ensure that National Guard and code requirements are met in design documents.
- Coordinate construction work with civil engineer trades people; perform periodic inspections; maintain construction logs; inform necessary staff of construction progress; update facility and utility drawings after each project.
- Provide real property information to other government and municipal officials, citizens, and other groups interested in Air National Guard real estate acquisition, use or disposal.
- Maintain close communications and coordination with United States Army Corps of Engineers.
- Assist Base Civil Engineer, Facility Utilization Board, and others by making recommendations regarding legal documents, land acquisitions, real property utilization, development, and disposal programs.

- Manage and maintain civil engineering automated systems including software programs, intranet files, and web pages; provide technical guidance to other agency employees.
- May be required to supervise National Guard staff and/or temps for short-term construction projects.

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 a bachelor's degree in engineering, construction management, industrial technology, or a closely related field, and four years of professional work experience in projects, systems, or facility management.

Eff. Date: 02/02

Rev: 07/12 – Conversion to Hay System