

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV75535
Job Class Code:	170	Salary Schedule:	AREG
EEO Category:	01	Grade:	22
Workers Comp Code:	9015		

Job Code Established:	07/19/76	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: General Engineering and Architecture Series

JOB CODE TITLE: FACILITIES ADMINISTRATOR

HRIS TITLE: FACS ADMR

CHARACTERISTICS OF THE CLASS: Under direction, is responsible for work of considerable difficulty in planning and administering the construction, modification and maintenance of all plant and property facilities for an agency with extensive facilities in several locations; and performs related work as required.

EXAMPLES OF DUTIES: Plans and administers the planning of short and long range facility needs; establishes priorities for facilities projects in terms of the overall objectives of the agency; develops short and long term capital investment plans and recommends budgets for facilities needs; administers all phases of construction of new buildings and modification of existing buildings, including: preparing or approving specifications and designs, obtaining bids and letting contracts, monitoring construction to ensure that it conforms to specifications, relevant ordinances and codes; in coordination with agency accounting staff, implements sound cost control and accounting procedures; directs the activities of several crews responsible for building maintenance, security, janitor service and grounds maintenance in the headquarters area; prepares regular and special reports relating to the activities of the facilities planning division; and performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of: the principles and practices of architecture, construction engineering and maintenance of buildings; budget and capital investment expenditure planning; the principles of accounting and cost control; department organization and functions; Federal, State and local statutes relating to construction and maintenance of buildings.

Skill/Ability to: plan, organize, coordinate and supervise; develop policies and procedures.

SPECIAL SELECTION FACTORS: Bachelor's degree from an accredited college or university with a major in architecture, civil, mechanical, structural, or related engineering, and five years of experience in plant and property administration, including at least three years in a supervisory capacity. Additional experience in the engineering or architectural field in plant and property administration may be substituted for the required education on a year-for-year basis.

Licenses, Certificates and Registrations:

Some positions in this class may require registration as a professional engineer in the State of Arizona.