

# RUSSELL TOWNSHIP

An Equal Opportunity Employer

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## POSITION DESCRIPTION

<b>Employee Name:</b>	<b>Position Title:</b>	Facilities Manager
<b>Class Number:</b>	<b>Class Title:</b>	Administration
<b>Dept./Div.:</b>	<b>Employment Status:</b>	PROJ MGR
<b>Reports to:</b>	<b>FLSA Status:</b>	
<b>Normal Hours:</b>	<b>EEO Status:</b>	

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent (high school diploma or GED); minimum of three (3) years of experience in Construction, Facilities Management and/or a related field required; previous experience and/or training in office administration or bookkeeping preferred; or any equivalent combination of education, training, and/or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of this position.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid State of Ohio driver's license; must maintain insurability under the Township's vehicle insurance policy.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., Microsoft Office and other applicable computer software), printer, calculator, telephone, typewriter, scanner, copy machine, fax machine, and other standard modern/business office equipment, and motor vehicle.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and/or descends ladders, stairs, or scaffolds; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works in or around crowds; has contact with potentially violent or emotionally distraught persons; has exposure to hot, cold, wet, humid, or windy weather conditions; exerts up to 30 pounds of force occasionally; up to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects such as file boxes, records, etc.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Dublin, Ohio 43017

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<b>Dept./Div.:</b>	<b>Employment Status:</b>	
<b>Reports to:</b>	<b>FLSA Status:</b>	
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### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

Job duties in order of importance:

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- (1) Oversee all phases of planning capital projects, participate in and maintain a list of capital projects and priorities as discussed at the Annual Budget workshops, identify any additional capital projects or other projects that arise due to storms, breakdowns, safety or regulatory requirements, prepare project "scope" of work with input from Township Trustees, and the Fiscal Office, as well as other designated interested parties, prepare bid specifications (e.g. scope, materials, timeframe, deliverables, price breakdown, payment schedule, permits, etc.), work with Fiscal Office to establish an estimated budget and determine whether ORC 307.86 (competitive bidding) applies, identify and vet interested bidders, meet with bidders and secure quotes, work with fiscal office to review bids and make a recommendation, prepare information needed for Trustees' action.
- (2) Perform lead work in Project Management, work with Fiscal Office to secure necessary paperwork from the Contractor and open purchase orders or blankets, conduct a "kick off" meeting with interested/affected parties, establish and communicate the project schedule to affected parties, coordinate access to the work area(s), ensure proper permits are pulled and completed, coordinate any required review or approval of drawings or plans with appropriate authorities, represent the Township to the Contractor regarding questions, issues, and/or changes, check progress of the Contractor on a regular basis, ensure Contractor performs project per specifications and schedule, review any proposed change orders, and communicate them to the Trustees and Fiscal Office, review Contractor invoices and approve them, review project when complete with affected parties before the "final" sign off, maintain project files for record keeping, and coordinate any follow-up or warranty work.
- (3) Maintain an open form of communication with the Trustees, Fiscal Office and other affected parties regarding projects underway at Administration Building, Old Fire Station, Town Hall, Cemeteries or any other facility as determined by the Board of Trustees, provide information and updates to any residents who might be impacted by Township projects, provide information to the assistant of the Trustees for inclusion on the web-site or newsletter.
- (4) Attends meetings and serves on committees, as necessary; attends training and seminars, as necessary.

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- (5) Maintains required licensure and certification, if any.
- (6) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (7) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

- (8) Performs other duties as assigned.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** interviewing; office practices and procedures; \*Township goals and objectives; \*Township policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; **supervisory principles and practices**; computer software; zoning/building codes; records management; personnel administration; office management; project management; government structure and process; state, federal, and local laws and/or regulations; local geographical area; English grammar and spelling; painting; carpentry; electrical work; and **design** blue prints.

**Skill in:** typing; data entry; *Word* word processing; computer operation; computer programs (e.g., Microsoft Office); adding machine or calculator operation; motor vehicle operation; use of modern office equipment.

**Ability to:** carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; deal with many variables and determine specific action; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; calculate fractions, decimals, and percentages; communicate effectively; respond to routine inquiries from public and/or officials; train or instruct others; work alone on most tasks; maintain records according to established procedures; understand a variety of written and/or verbal communications; compile and prepare reports; handle sensitive inquiries from contacts and with

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officials and general public; respond to complaints; develop and maintain effective working relationships; travel to and gain access to worksite.

### POSITIONS DIRECTLY SUPERVISED:

None.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand and agree with the contents of this position description.

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(Signature of Appointing Authority)

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(Date)

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(Signature of Employee)

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(Date)

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