

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**BUILDING MANAGER**

**Position Code: K1187**

**DISTINGUISHING FEATURES OF THE CLASS**

Under general direction, performs managerial work in the planning, directing and management of building operations and maintenance programs for state office buildings under the jurisdiction of the Secretary of State's Office; may supervise a minimal support staff and janitors and waxing crews assigned to multiple facilities; confers with occupying departments in correcting complaints regarding upkeep, maintenance, repairs and other services provided by Secretary of State employees and/or vendors; prepares, recommends and administers a budget required for an efficient operation of a preventive maintenance program.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Establishes, enforces and maintains building maintenance and preventive maintenance programs for assigned building(s); coordinates and provides direction for the activities of a professional and/or maintenance staff assigned to multiple facilities; inspects and reviews building operations and maintenance to secure maximum usefulness and economic life of equipment, facilities and structures.
2. Consults with supervisors regarding renovations, alterations and maintenance; conducts on-site inspections of contracted work for compliance with specifications.
3. Makes recommendations on the budget; prepares preliminary budget proposals required for the upkeep and maintenance of the building, including anticipated contractual requirements.
4. Consults with and advises administrator and department heads regarding specific needs; confers with occupying departments to assure that department needs are met within accepted practices of good building management; receives and rectifies complaints regarding the upkeep, maintenance and repair of the building.
5. Provides special services for departments occupying buildings such as receiving and coordinating the receipt of department equipment and supplies, the moving of equipment and arranging for lighting, heating and ventilation.
6. Requisitions necessary equipment, materials and supplies for maintenance and repairs required for the proper utilization of the facilities; keeps inventory of all equipment, materials and supplies.
7. Responsible for preparing and maintaining complete records or reports of operation, maintenance, expenditures, and/or personnel.

## **BUILDING MANAGER (Continued)**

8. Monitors vendors for completeness, accuracy and timeliness of work as outlined in contractual agreement and office specifications.
9. Prepares for scheduled or special events; insures proper equipment, maintenance crews and other personnel are available for scheduled events.
10. Maintains and enforces safety standards and adequate inspection procedures; reports hazardous or unsafe conditions to appropriate administrative staff.
11. Performs other duties as required or assigned.

### **REQUIREMENTS:**

#### **Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in engineering and two years of administrative experience, preferably including experience relative to building management.

#### **Knowledge, Skills and Abilities**

Requires extensive knowledge of the principles and modern practices of building management

Requires extensive knowledge of state and federal requirements for repairs, alterations and installations.

Requires working knowledge of county, municipal and state building codes and fire regulations.

Requires ability to establish and carry out a building operation and maintenance program.

Requires ability to maintain working relationships with administrators, employees and the general public.

Requires ability to exercise discretion and judgment in making important work decisions and to apply and interpret department policies and procedures.

Requires ability to adapt administrative directives, procedures and operations and to evaluate their efficiency and effectiveness.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission – August 27, 1999

Effective Date of Classification September 16, 1999

Revisions approved by the Secretary of State Merit Commission – October 17, 2007

Effective Date of revisions – October 18, 2007