

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

Agency
Number

CHECK ONE: NEW POSITION EXISTING POSITION UNCLASSIFIED

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0232525	10. Budget Program Number OPER01033	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Administration		12. Proposed Class Title Facilities Specialist		
4. Section Operations	For Use By	13. Allocation		
5. Unit Operations		14. Effective Date		
6. Location (address where employee works) City Topeka County Shawnee		15. By	Approved	
7. (circle appropriate time) Full time XX Perm. XX Inter. Part time Temp. % Regular		Personnel Office	16. Audit Date: By: Date: By:	
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 4:30 AM/PM			17. Audit Date: By: Date: By:	

Position
Number

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Paul Fernkopf	Facilities Management	K0000225933

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Same		

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed with the latitude and independent judgment to determine methods and procedures. Work is performed independently and instructions from supervisor are general in nature with a focus on outcome. Assignments will come either as specific tasks when the need arises and the performance of scheduled preventative maintenance.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

This position performs maintenance tasks for the DCF Administration offices that would not be the responsibility of the landlord. The goal of the position is to maintain the buildings, furniture and equipment in good repair, and to provide for a safe, secure work environment for staff. Since we are no longer in a Department of Administration run building, maintenance issues that require outside work have become commonplace. Creating this position will be a more efficient use of funds.

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
40%	E	<p>Building Maintenance: This position is responsible for performing building maintenance tasks such as wall repair, small paint jobs, minor plumbing tasks, on-demand custodial tasks, replacing ceiling tiles, and lock and door hardware repair using appropriate tools and materials in order that the building remains a safe, pleasant working environment. Incumbent performs grounds maintenance tasks such as collecting litter on the grounds, sweeping sidewalks as necessary, snow removal of sidewalks and entryways and reporting to supervisor any areas of possible concern in order that the grounds remain attractive and safe for staff and clients. Responsible for periodically checking the underground sprinkler system which involves checking sprinkler heads and making any necessary adjustments to spray patterns and setting and adjusting times for the numerous watering zones to avoid excessive water use or waste, and to help ensure the health and safety of staff and visitors.</p>
20%	E	<p>Safety and Security: Responsible for maintaining building security by ensuring that the various door locks are working properly. This involves being knowledgeable and skilled in regard to the different types of lock and door hardware used in the buildings. Responsible for the maintenance and checking of the emergency lighting system and fire alarm system. This involves running regular checks on the system, coordinating repair and service, and responding to concerns of the local Fire Department. Serves as one of the primary safety contacts for the office. Must be familiar with the safety plan and will help promote safety awareness in the office. Tracks safety concerns, complete incident reports, assists with safety drills and completion of evaluations of those drills. Ensures first-aid kits are fully stocked. Presents the safety issues portion of new employee orientation.</p>
15%	E	<p>General Maintenance: Moves, assembles, repairs furniture and equipment; erects and alters Herman Miller furniture. This requires the incumbent to be knowledgeable and skilled in the installation and functional use of the Herman Miller components. Uses appropriate tools and materials in accomplishing these tasks in order that furniture and equipment provide a functional and ergonomically correct work environment for staff. Repairs, arranges for repairs, or prepares a request for disposition for any furnishings or non-IT equipment. Helps transport furnishings or equipment to repair agencies or other destinations.</p>
15%	E	<p>Inventory/Supply Room: Monitors supply levels and submits orders to replenish supplies, checks incoming shipments by comparing what was ordered and what was received and forwards packing lists/invoices to appropriate staff; put supplies away in the storeroom. This is accomplished in order that adequate supply levels are maintained and organized. Performs annual</p>

10%

E

physical inventory of furniture and equipment and prepares information for input into the computer in order to maintain an up-to-date inventory of furniture and equipment. Inventory of information technology-related equipment is the responsibility of the Information Technology Staff.

State Car Maintenance:

Incumbent is responsible for the maintenance of the state cars by performing routine, and on demand, operator level checks; routinely, and on demand, coordinating cleaning the interior and exterior of the vehicles; ensuring that repairs and scheduled maintenance are performed expediently and through the most economically feasible means. Informs supervisor of any major problems with any vehicle and will secure approval from appropriate staff before proceeding with any repairs or maintenance. All this is accomplished in order that the cars are in safe, clean, running order for employees.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

If State cars are not checked and maintained properly, injury to staff/clients/public could result. If buildings and grounds are not maintained, injury to staff/clients/public could result. If furniture and equipment are not adequately maintained and functional, staff cannot perform the duties and responsibilities of their positions.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contacts are made with staff regarding their office environment, any repair work and for supply distribution. Contacts are made with vendors in regard to building maintenance and repairs, state car maintenance and repairs, grounds maintenance and repairs, and equipment/furniture maintenance and repairs. Because of the variety of contacts, the incumbent must possess the ability to communicate and get along with all types of personalities in all types of situations.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Risk of injury due to lifting, moving, driving, and working on equipment.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:
Computer, various power and hand tools, ladder, state vehicles

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in two or more building trades or mechanical building trades. Education may be substituted for experience as determined relevant by the agency

Education or Training - special or professional

A combination of 3 years of education and/or experience in two or more building trades and maintenance.

Licenses, certificates and registrations

Valid Driver's License

Special knowledge, skills and abilities

Experience - length in years and kind

A combination of 3 years of education and/or experience

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved: _____

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date