

**State of Michigan
Civil Service Commission**

Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. BLDGMGR4

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.) 	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number 	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Building Construction Mgr-4	10. Division Design & Construction Division
5. Working Title (What the agency calls the position) Field Rep Manager	11. Section Field Representation
6. Name and Position Code Description of Direct Supervisor LACH, ADAM P; STATE OFFICE ADMINISTRATOR	12. Unit
7. Name and Position Code Description of Second Level Supervisor TURNQUIST, MICHAEL A; SENIOR DEPUTY DIRECTOR	13. Work Location (City and Address)/Hours of Work 3111 W. St. Joseph Street, Lansing, MI 48917 / Monday - Friday, 8:00 a.m. - 5:00 p.m.

14. General Summary of Function/Purpose of Position

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction. This position is responsible for the management and administration of the Field Representative Section, ensuring overall operational performance necessary to achieve the mission, goals, and objectives of DTMB. This position performs various managerial and administrative duties including performance management, coordination of activities between the construction site, project team and client agency, employee training and program reporting, and evaluation. This position promotes and maintains an environment conducive to continuous quality improvement, encourages employee ideas, input, and teamwork. This position also works with DTMB's Real Estate Division to review potential lease sites.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 60

Coordinate, direct, and oversee Field Representative section staff and program functions

Individual tasks related to the duty:

- Direct, supervise, and assist staff responsible for construction projects state-wide.
- Develop and implement guidelines to assist Field Representatives in identifying "red flags" regarding contractor performance issues as early as possible, to proactively minimize project issues before they become larger issues.
- Assigns and coordinates the tasks of the work area. Assign work based on predetermined priorities, managing backlogs, and developing reports to accurately reflect performance of the unit.
- Identify staff training opportunities, including health and safety training, and process improvements.
- Review time recording for staff, including the ability to record hours for projects and administrative/overhead tasks to substantiate fees charged.
- Direct and supervise revisions of procedures to meet changes in code, policy and law.

Duty 2

General Summary:

Percentage: 25

Assist with the planning, organizing, and directing of strategic plans and action plans for the Division.

Individual tasks related to the duty:

- Review tracked metrics, related to the Field Representatives, and ensure requirements of staff are being met.
- Ensure required and proper reporting is adhered to.
- Meets and confers with Division Administration regarding staffing, reorganizing, team performance, and workload issues.
- Reviews impact of new technologies on the workplace and possible efficiencies in delivering operational excellence.
- Take advantage of training and education opportunities to enhance process improvement and operational excellence initiatives.
- Analyze documentation of construction site activities and site conditions to assist executive Director and Attorney General's office in litigation defense and claims avoidance.
- Meet and confer with executive management and division team to identify common problems/solutions and insures proper coordination of inter-related activities

Duty 3

General Summary:

Percentage: 15

Performs other duties as assigned by the Division and Department Directors.

Individual tasks related to the duty:

- Works with DTMB's Real Estate Division in reviewing potential leasing sites.
- Attend meetings and represent the division as appropriate.
- Provide backup to the Division Director as required.
- Develop and coordinate the Division annual all staff meeting.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions regarding complex projects and prioritization. Planning, organizing, and directing activities of the Field Representatives for the field review of capital outlay, work orders, MOPS and other projects for the State of Michigan.

17. Describe the types of decisions that require the supervisor's review.

Decisions that would have broad department and statewide impact, decisions of a sensitive natures. Those that result in a major policy change, failure to reach goals and objectives, or have a major budgetary impact.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standard office environment, approximately 50% of the time requiring the use of a computer and other technologies. Frequent site visits and travel to meet with staff throughout the State. Exposure to a variety of inclement weather. Frequent walking to meetings, standing, and climbing.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Complete and sign service ratings. | <input checked="" type="checkbox"/> Assign work. |
| <input checked="" type="checkbox"/> Provide formal written counseling. | <input checked="" type="checkbox"/> Approve work. |
| <input checked="" type="checkbox"/> Approve leave requests. | <input checked="" type="checkbox"/> Review work. |
| <input checked="" type="checkbox"/> Approve time and attendance. | <input checked="" type="checkbox"/> Provide guidance on work methods. |
| <input checked="" type="checkbox"/> Orally reprimand. | <input checked="" type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Providing oversight of project supervision functions provided by the DTMB. This position oversees hundreds of millions of dollars of the State's assets and is responsible for providing expertise and oversight of these assets while being good stewards of the State of Michigan taxpayers.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

Designating the position as a group 3 vs group 4 manager for recruitment purposes. This position operates under dotted-line executive direction and plays a strategic, cross-functional role spanning both the Design & Construction Division (DCD) and the Real Estate Division (RED) of the State Facilities Administration (SFA). It provides critical subject matter expertise and consultative support in the assessment and advisement of potential leasing sites, serving numerous departments across the State.

25. What is the function of the work area and how does this position fit into that function?

This position is an integral part of the management team of design and construction, with considerable responsibility for prioritizing daily activities, and for policy and program development and implementation. This position works closely with the Design and Construction Division Director as well as managers and supervisors within the Division and within State Facilities Administration.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in architecture, engineering, or building construction.

EXPERIENCE:

Building Construction Manager 15

Six years of professional experience equivalent to a Building Construction Project Superintendent, including four years equivalent to a Building Construction Project Superintendent P11, three years equivalent to a Building Construction Project Superintendent 12, two years equivalent to a Building Construction Manager 13 or Building Construction Specialist 13, or one year equivalent to a Building Construction Manager 14 or Building Construction Specialist 14.

Alternate Education and Experience

Building Construction Manager 13 - 15

Completion of high school and four years of experience as a superintendent or foreman in the building construction trades, or equivalent experience in building construction inspection, planning, or design may be substituted for the education requirement.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of building construction, including building trades work.

Thorough knowledge of building construction processes and procedures, equipment, tools, and materials.

Thorough knowledge of standards of good work quality in building construction, alteration, and repair.

Thorough knowledge of construction codes, laws, and contract documents.

Thorough knowledge of specifications and construction design plans.

Thorough knowledge of safety precautions in the work place, including ladders, scaffolding, and confined space requirements.

Ability to assess and resolve complex problems.

Ability to determine, by field review, that specifications and requirements are met.

Ability to maintain favorable public relations.

Ability to lead, direct staff, and effectively communicate program outcomes.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Ability to make cost studies and estimates.

Ability to set priorities and assign work to other professionals.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

MICHAELA FABUS-MAIN

9/9/2025

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date