

State of Michigan
Civil Service Commission

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

Position Code

1. DEPTMGR3

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 Departmental Manager-3	10. Division Strategies and Solutions Division
5. Working Title (What the agency calls the position) Asset Data Management Manager	11. Section Customer Program Management
6. Name and Position Code Description of Direct Supervisor TANNER, BRYAN M; STATE ADMINISTRATIVE MANAGER-1	12. Unit Data Quality Assurance
7. Name and Position Code Description of Second Level Supervisor MARTIN, RIC; STATE OFFICE ADMINISTRATOR	13. Work Location (City and Address)/Hours of Work 3111 W. Saint Joseph St. Lansing, MI / 8:00 a.m. - 5:00 p.m. or variation

14. General Summary of Function/Purpose of Position

This position functions as a first-line professional manager of professional positions in a complex work area over staff in the Asset Data Management (ADM) Unit For DTMB/SFA, Strategies and Solutions Division (SSD), Customer Program Management (CPM). This manager performs regular management duties, ensures operational coverage, coordinates work, maintains records related to the program, develops reports, and composes correspondence related to the work. This position ensures excellent customer service and efficient operations through being well trained and experienced on all operational procedures, continuous monitoring, and the development and implementation of innovative work methods to meet customer needs more effectively. This manager coordinates staff activities related to data entry, automated preventative maintenance scheduling, reporting, facility onboarding, and coordination of workflows within the CMMS.

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: 55

First-level operational oversight of Asset Data Management staff and the computerized maintenance management system & supervision of the Asset Data Management Staff

Individual tasks related to the duty:

- Selects and assigns appropriate staff, ensuring equal employment opportunity in hiring and promotion
- Coordinates activities by scheduling work assignments, setting daily operational priorities, and directing the work of team members
- Identifies staff development and training needs and ensures that training is obtained
- Ensures proper labor relations and conditions of employment are maintained
- Establishes work schedules and authorizes time sheets and leave requests
- Maintain daily operational coverage for all ADM functions
- Holds regular staff meetings and customer/partnership meetings
- Holds regular one-on-one meetings with each direct report
- Hold quarterly touch point meetings and annual reviews
- Review and manage the issuance and scheduling of relevant work orders and other planning documents to area supervisor
- Continuous review of the ADM service model to ensure it meets current customer needs and responsible for recommending changes or new models as needed
- Evaluates and verifies employee performance through the review of completed work assignments (using the current CMMS) and work techniques
- Develops alternative strategies to address and resolve a variety of customer issues and problems
- Interprets existing and proposed laws, policies, and procedures as they relate to managing assets for the State
- Provides recommendations to management for changes to existing ADM policies and procedures
- Oversees the development and distribution of CMMS training and informational materials for the ADM Unit
- Ensures excellent customer service through continuous monitoring, development, and implementation of innovative work methods to more effectively meet customer needs
- Participates in all ADM services and duties to have a complete understanding of expectations and to provide support during staff shortages
- Participates in project meetings that may affect ADM services and/or ADM customers
- Maintain records, prepare reports, and compose correspondence relative to ADM services and customer services
- Oversee the coordination and updating of software and data systems as they relate to managing asset data
- Assists in setting Asset Data Management project priorities and ensures stakeholder communication
- Prepare and deliver asset data and informative presentations to employee or administrative groups as needed
- Stays current on asset management industry standards, equipment and service delivery techniques
- Oversee Asset Data Management, CMMS, and asset reporting workflows and support efficiencies
- Create, oversee, and maintain website materials and information
- Promote Asset Data Management services program objectives to key stakeholders
- Oversee the development of standardized, Ad-hoc, Quality Assurance, and special request reports
- Coordinate staff work activities to align with the goals of other areas of the Customer Program Management Section
- Oversight and coordination of onboarding assets as they related to workorders, purchases, projects, and the overall SFA data model and data quality
- Follow up on completed projects and any corresponding work orders, monitoring the work order process
- Make recommendations for facilities and maintenance concerning long range maintenance scheduling
- Schedule meetings with facility and maintenance supervisors, consulting them regarding facilities or equipment to be maintained

Duty 2**General Summary:****Percentage: 25**

Management of the Computerized Maintenance Management System (CMMS)

Individual tasks related to the duty:

- Manage the development and implementation of applications for the CMMS
- Manage the development and coordination of CMMS training, technical assistance, and corrective action plans
- Manage research and analysis to support recommendations for improvements and updates
- Provide short and long range asset data forecasting of labor shortages, excesses and material needs to management to avoid downtime and increase productivity
- Manage the design of equipment reports from CMMS and evaluate reports to make recommendations for action
- Manage data integrity by recommending procedures and policies for the CMMS
- Develop systematic procedures to support preventive and predictive maintenance downtime reports and equipment histories to identify where frequencies require adjustments
- Report to key stakeholders potential areas for cost reduction through extended parts life, reduced labor costs and other parts-related improvement techniques
- Manage the review of equipment failures report on outcomes and recommendations
- Manage the modification of maintenance job plans, as they relate to State of Michigan asset data
- Coordinate IT support and partnering agencies as it is related to the CMMS
- Manage and coordinate efforts with Building Operations Division and the Supply Chain Unit in the development, implementation, and ongoing coordination of the inventory control system

Duty 3**General Summary:****Percentage: 15**

Integration management

Individual tasks related to the duty:

- Provide research and analysis needed to make recommendations for integrating SFA data in current and future CMMS programs
- Consult with various architects, engineers and contractors on the layout and design requirements for electrical systems, mechanical systems and architectural installations as required by projects
- Consult and coordinate various CMMS maintenance activities within State Facilities Administration Divisions
- Provide consultation to related personnel regarding work orders performed on DTMB managed facilities

Duty 4**General Summary:****Percentage: 5**

Perform related work as assigned

Individual tasks related to the duty:

Other duties as assigned

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

Independent decisions regarding complex maintenance and capital investment prioritization. Significant personal initiative and leadership required.

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

When further guidance or further information is required before exercising personal judgment.

Situations that impact budgetary issues.

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.

Exposure to high-pressure steam lines, machinery, primary voltage and distribution systems, roofs, water, louvers, cooling tower elevations and high-speed rotating machinery. Standing, sitting, walking, lifting, bending. Exposure to confined spaces, heights and temperature extremes. Vehicle travel. Possible exposure to hazardous materials and chemicals. Ability to conduct field reviews of work sites.

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.

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
KANE, FRANK	DEPARTMENTAL ANALYST-A 12	RUHL, BRADY L	DEPARTMENTAL ANALYST-A 12

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?

Recommend and coordinate maintenance activities
Schedule and set priorities to provide direction to departments, agencies and trades staff
Liaison between facilities and maintenance on current and future work projects regarding all types of maintenance activities
Work as a project representative providing recommendations regarding layout, design and building systems
Provide the research and analysis needed to make recommendations for repairs and/or replacements
Assist in the coordination of training for the division's Computerized Maintenance Management System

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

New.

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

The Asset Data Management section is responsible for the scheduling, planning and coordination of maintenance activities. Also, this position will work as a project representative consulting with various architects, engineers and contractors on the layout and design for electrical, mechanical and architectural installations. This position will provide research and analysis needed to make recommendations for repairs and/or replacements

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 any major.

EXPERIENCE:

Departmental Manager 13 - 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to research, analyze and assess ongoing program operations and recommend modifications to achieve greater efficiency and effectiveness

Knowledge of principles and methods of research, operational analysis and cost analysis

Ability to formulate plans, procedures and controls in a program or service area

Use and maintain computer databases to record and analyze data on program and service activities

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

10/8/2024

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