

State of Michigan  
Civil Service Commission

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

Position Code

1. STDDADM1

## 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.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> TECH, MGMT AND BUDGET - MB
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Facilities Administration
<b>4. Civil Service Position Code Description</b> State Administrative Manager-1	<b>10. Division</b> Strategies and Solutions
<b>5. Working Title (What the agency calls the position)</b> Energy Efficiency & Operations Manager	<b>11. Section</b> Energy Efficiency & Operations
<b>6. Name and Position Code Description of Direct Supervisor</b> MARTIN, RIC; STATE OFFICE ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> TURNQUIST, MICHAEL A; SENIOR DEPUTY DIRECTOR	<b>13. Work Location (City and Address)/Hours of Work</b> State Facilities Administration Building 3111 West Saint Joseph St., Lansing, Michigan 48917 / 8:00 a.m. - 5:00 p.m. (or some variation)

**14. General Summary of Function/Purpose of Position**

This position serves as the State Administrative Manager for the DTMB State Facilities Administration (SFA), Energy and Climate Strategies with responsibility for supervision of programs and personnel critical to the mission of SFA. The Energy, Climate and Operations Manager will oversee internal/external climate programs including responsibilities such as managing state-wide facilities climate programs affecting more than 5,000 facilities throughout the state, recycling, Pure Energy Program, clean energy initiatives, electric vehicle charging strategies, partnering with agencies to coordinate climate initiatives throughout the state, EV strategies and carbon tracking program. Partner with the Executive Office, Legislators, state agency liaisons, DTMB leadership, utility companies and external stakeholders on priority development and program coordination. This position will manage the energy program for State Facilities Administration including benchmarking, energy audit recommendations, energy anomaly identification and troubleshooting, energy performance reporting, and ENERGY STAR collaboration working with Building Operations Division (BOD) leadership and trades staff on identifying areas of opportunity. The Energy, Climate and Operations Manager will oversee operational responsibilities related to the program area and services provided to SFA such as leading Human Resource support, employee recognition and communication programs.

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: 50**

Oversee the State Facilities Climate program for DTMB.

**Individual tasks related to the duty:**

- Establish methods of communication between administrators, managers, staff, and internal and external partners.
- Oversee special projects for the DTMB Director's and the Executive Office, including researching and developing policies and procedures regarding ED, EO, and Legislative driven climate initiatives, drafting correspondence, preparing statistics, and annual reports to the Executive Office and Legislature.
- Lead special studies to determine needs and to assist in planning, implementing, and evaluating programs.
- Oversee research of nationwide grant opportunities, oversee grant application and submittal process.
- Manage in-depth analysis on new climate EDs, EOs, and Legislation and compile briefings to guide the agency through compliance and draw attention to challenges that may arise for DTMB.
- Manage and market public-facing climate initiatives in state facilities such as Pure Energy, Recycling/Waste Ratio Pilot, the Organic Conversion Program, and more.
- Manage the assessment of the viability of facility climate strategic plans, initiatives, and objectives developed by the various program areas.
- Oversee the design and implementation of pilot programs as needed for new technologies and perform assessments on outcomes to determine success and prepare briefings with recommended direction.
- Lead the evaluation and development of documents as needed such as the Energy Efficiency Revolving Fund (EERF) application, agency achievement reporting, and various agency reporting processes to comply with ED and EO reporting requirements, etc.
- Partner with State agencies, Executive Office, utility companies, and contracted vendors to provide consultation and direction as needed.
- Partner with utility companies and facility management teams to identify and apply for rebate and incentive opportunities.
- Oversee the creation and organization of presentations, educational materials, training, and workshops related to facility climate initiatives.
- Manage and consult as SFA representative for climate-related contracts.
- Manage intricate data reporting tools to capture and report on all DTMB climate initiative impact for carbon reduction.
- Advise and provide direction on emerging energy efficiency and alternative energy initiatives.
- Oversee the population and maintenance of the DTMB climate library.
- Oversee the creation of new articles and stories for Pure Energy Program, DTMB website, monitor programs and energy and climate information outlets.
- Identify marketing and press opportunities and liaise with DTMB Communications to create and manage ribbon-cutting, groundbreaking, kick-off ceremonies, and create marketing-related materials.
- Oversee the following highly complex programs:
  - State recycling program
  - State composting program
  - Alternative renewable energy program
  - Energy Efficiency Program(s)
  - Benchmarking
  - Trash/recycling measurement pilot program
  - Carbon tracking pilot program

**Duty 2**

**General Summary:**

**Percentage: 25**

Oversee, manager, train, and direct daily activities of unit staff. Manage operational programs related to program area as well as services provided to SFA.

**Individual tasks related to the duty:**

- Lead Human Resources Liaison and support.
- Manage SFA Employee Engagement & Communications Programs.
- Oversee and direct the daily activities of subordinate staff.
- Establish performance standards and provide ongoing assessments of staff performance.
- Work with leadership and staff to identify and develop staff knowledge, skills and talents and respond to staff development needs.
- Review staff payroll reports, monitoring and approving work schedules and leave time.
- Evaluate and verify employee performance through the review of completed work assignments and work techniques.
- Ensure proper labor relations and conditions of employment are maintained.
- Ensure ongoing direct communication with direct reports.
- Engage and collaborate with employees on individual and team goals.
- Develop and rate employee performance plans.
- Develop corrective action plans for staff not meeting performance measures.
- Select and assign staff, ensuring equal employment opportunity in hiring and promotion.
- Promote diverse, inclusive, and equitable practices.
- Engage in employee recognition.

### Duty 3

**General Summary:**

**Percentage: 20**

Oversee the energy program for DTMB state facilities

**Individual tasks related to the duty:**

- Establish benchmarks based on historical data for each year.
- Manage Joint Evaluation Committee representation for facilities climate and energy related contracts.
- Oversee research and factors that alter energy reporting.
- Oversee the population and maintenance of the DTMB energy library.
- Manage technical analysis on all utility-provided usage data to deliver accurate and comprehensive energy results for use in official reports.
- Manage the highly technical EnergyCAP Program to track, analyze, convert, and provide complex energy results data to the Executive Office and DTMB for use in statewide public reporting.
- Forecast energy savings and alternative energy opportunities based on technical analysis of data results and research into emerging technologies and utility projections.
- Oversight of identification and reporting of energy anomalies.
- Manage energy data integrity.
- Partner with carbon tracking program energy use analyzation.
- Collaborate with BOD on energy use reporting to determine savings opportunities.
- Partner with DTMB Communications on energy news.
- Identify energy achievements to recognize top performers.
- Utilize ENERGY STAR to benchmark facilities, obtain metrics and disseminate information.

### Duty 4

**General Summary:**

**Percentage: 5**

Coordinate and improve SFA programs by assessing needs, developing training, aligning priorities, and collaborating with the Special Program Resources Manager.

**Individual tasks related to the duty:**

- Coordinate and collaborate with internal/external content as it relates to SFA programs.
- Continuously assess priorities in conjunction with strategic plan, goals, objectives, and leadership directions.
- Focus on continuous improvement and enhancement of services.
- Assess knowledge and skills gaps based on research, feedback, and uniqueness of a program and design appropriate training materials and workshops.
- Collaborate with Special Program Resources Manager on synergistic responsibilities and mutually providing backup assistance in compatible responsibilities.

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

his position will make the following types of decisions:

- Management and supervisor decisions related to recruitment, employee performance ratings, timekeeping, and disciplinary action as appropriate.
- Establish work objectives, production goals and priorities for plant operations.
- Assessing success or failure of pilot programs, impacting whether they will be rolled out to all state agencies
- Independent analysis and summation of energy savings impacting decisions regarding implementation of new measures and technologies.
- Recommendations on viability of emerging technologies and practices impacting implementation in DTMB and other state facilities.
- Direction on marketing strategies and opportunities such as awards, recognition, press releases, events affecting notoriety, the State and DTMB and employee morale
- Management of climate contracts in their execution and service applications impacting the success of contacts, programs, and initiatives.
- Other decisions requiring highly complex or technical analysis

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

- Major division-wide policy decisions.
- Activities that require resources beyond identified budgeted levels needing approval.
- Policy and procedures on items related to the Executive Office and Governor's Office, purchases on energy efficient technologies, and other various issues that may affect the overall department significantly

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.

- Prolonged periods of sitting.
- Sitting, standing, walking, minor lifting.
- Travel to and from meetings and conferences throughout the State of Michigan.
- Ability to enter different types of construction sites, structures, buildings, and undeveloped property that may not be barrier free

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>
DOWDALL, NICHOLE J	DEPARTMENTAL ANALYST-A 12	STEPHENS, ELIJAH	DEPARTMENTAL ANALYST-E 10
BENHAM, CLAIRE	STUDENT ASSISTANT-E A	HARR, BRAYDEN L	STUDENT ASSISTANT-E A
PARKER, JORDAN	STUDENT ASSISTANT-E A		

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?

To serve as the State Administrative Manager for the DTMB State Facilities Administration and Strategies and Solutions Division (SSD) with responsibility for the Climate and Sustainability Unit.

This position manages highly complex state-wide projects that impact DTMB-owned and managed facilities ensuring success of the DTMB Mission. This position is responsible for the state-wide agency recycling program, statewide facility energy efficiency initiatives, climate tracking program, climate-related statewide contracts, and program generation of renewable and alternative energy technologies.

**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?**

Provides highly complex knowledge and support to the Executive Office, Governor's Office, Legislature, DTMB and the State Facilities Administration, and to the other state agencies on developing and delivering waste reduction and sustainability initiatives, programs, and services.

The work area is responsible for advanced planning of special programs essential to the mission and goals of the State Facilities Administration, including internal/external communications, legislative review, consulting and assistance with internal/external policies, special projects, continuous improvement, human resource liaison service, and employee engagement.

**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:**

**State Administrative Manager 15**

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

**Alternate Education and Experience**

**State Administrative Manager 15**

Education level typically acquired through completion of high school and two years of safety and regulatory or law enforcement experience at the 14 level; or, one year of safety and regulatory or law enforcement experience at the 15 level, may be substituted for the education and experience requirements.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Sound employee relations principles,
- Principles, practices, and standards of the commercial real estate industry.
- Tools of management, such as methods development, cost analysis, return on investment, procedural manuals, training materials, operating controls, records and reporting.
- Purchasing and procurement process, rules and regulations.
- Government budgeting and building occupancy.
- Processes in completing negotiations for leasing.
- Government leasing enforcement mechanisms.
- Methods of planning, developing, and administering complex, interrelated and interdependent programs and systems.
- The requirement, preparation, and when to use reports.
- Government accounting and procurement requirements.
- Government procurement and accounting software.

Ability to:

- Lead, instruct, direct, and evaluate employees.
- Analyze and assess operations and programs
- Organize and coordinate the work of others.
- Communicate effectively and maintain positive public and customer relations.
- Formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources.
- Plan, coordinate, manage, and expedite projects.
- Conflict resolution abilities through negotiation, mediation and/or enforcement methods.
- Maintain confidentiality and exercise discretion with information dissemination.
- Proficiently perform fact finding/data gathering and report writing for multiple executive audiences

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

*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.

NA

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

MICHAELA FABUS-MAIN

4/30/2026

\_\_\_\_\_  
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