

**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.

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 State Administrative Manager-1	10. Division Real Estate
5. Working Title (What the agency calls the position) Construction & Leasing Compliance Manager	11. Section Construction & Leasing Compliance
6. Name and Position Code Description of Direct Supervisor FEHRENBACH, THOMAS J; 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 State Facilities Administration Building 3111 W Saint Joseph St; Lansing, Mi 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 Section Manager for the Construction & Leasing Compliance Section within the Real Estate Division. This position is responsible for directing the activities of professional staff and overseeing all statewide lease compliance enforcement and construction compliance activities across both leased and State-owned facilities. The position ensures Lessors meet all contractual obligations, and ensures construction projects—whether landlord managed, tenant managed, or state managed—comply with State of Michigan standards, codes, specifications, and performance requirements.

In leased facilities, the position serves as the Owner's Representative responsible for oversight of all project types, including new builds, major renovations, and tenant build outs. In state owned facilities, the position is delegated authority (via MOU with the Design & Construction Division) to oversee projects of low to medium complexity, primarily interior reconfigurations and remodeling, while ensuring full compliance with DCD policies, standards, and escalation protocols. This position provides statewide leadership on construction and lease compliance practices that protect State employees, state assets, and taxpayer resources.

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: 40

Directs all statewide lease compliance enforcement and program operations for the State of Michigan's leased portfolio (4+ million square feet). Ensures Lessors meet all obligations in accordance with lease terms, standards, safety requirements, and performance expectations.

Individual tasks related to the duty:

- Responsible for lease language enforcement of 400+ (4 million sf) leased office buildings to ensure all lease requirements are adhered to by Landlords for State of Michigan tenant employees and citizens entering the premises. These lease compliance projects must be quickly addressed to mitigate risk to the State and may entail the following:
 - Health & Safety Problems: air quality, mold, asbestos, fire suppression systems, emergency generator, unsafe structures.
 - Building Systems: heating and cooling systems, elevators, utility distribution (electrical, water and sewer), control systems.
 - Outdoor Maintenance: Building envelope (including leaking roofs and other exterior treatments), parking lot resealing, ice and snow removal, concrete and asphalt repairs, landscaping.
 - Portfolio Management: Certificates of Insurance, Emergency Service Call Record, Fire Inspection/Safety documentation.
- Reviews tenant building complaints at all State Government leased facilities and determines appropriate level of engagement to reach resolution.
 - Informal and Formal Communications (i.e. in-person, telephone conversations, written correspondence, up to Lessor Notice to Cure notices.
 - Mediation role between tenants, DTMB leasing and landlords to reach consensus on expectations.
 - Resolves billing issues between tenants and landlords based on interpreting lease language.
 - Arrange inspections (certified industrial hygienists, engineering, etc.) of leased premises when concerns are raised by individuals, departments, and union representatives.
- Drafts customized Lessor Notice to Cure enforcement letters to landlords identifying penalties under own signature.
- Requirements will be specific and identify when corrective action will be required by the lessor based on the appropriate lease language.
- Consult with subject matter experts/professionals, as needed, in order to provide proper oversight of issues/concerns for best practices/approaches to remediate compliance issues and concerns.
- Negotiates with Landlords on behalf of the State of Michigan; regarding the appropriate completion timelines for Notice to Cure resolution based on severity of the complaint (internal air quality, mold, asbestos, leaks, internal/exterior maintenance, generators, fire safety, alarms, etc.).
- DTMB representative in hearings for all eviction proceedings and affidavits as required on State-as-Landlord agreements.
- Responsible for generating and drafting Notice to Quit eviction notices, past due collection warnings, and representing the Department of Technology, Management and Budget in all State-as-Landlord Court legal proceedings.
- Creates background information packets and correspondence requesting legal opinion/counsel from the Attorney General's Office. Each compliance project is unique, and all documents are written specifically for the situation being addressed.
- Maintains records of all compliance correspondence for lease record of landlord issues, litigation, audit and other purposes (as needed).
- Ensure site visits/condition assessments at all leased sites on a 5-year rotation are completed as a proactive approach to identify non-compliance and items requiring maintenance or repair.

Duty 2

General Summary:

Percentage: 30

Provides management and leadership over the section, including operations, staff performance, policies, statewide guidance, and customer agency engagement.

Individual tasks related to the duty:

- Selects, trains, directs, and evaluates section staff.
- Establishes section priorities, performance goals, and internal controls.
- Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques
- Identifies staff development and training needs, and ensures that training is obtained
- Reviews and interprets goals and objectives to resolve problems, make recommendations for changes and ensure adequacy of work products
- Promotes an environment of good employee morale, teamwork, integrity, accountability and efficient, courteous service
- Develops or revises procedures for lease compliance, construction oversight, documentation, and reporting.
- Provides guidance to agency leadership, the Deputy Director, and the Director's Office on leasing and construction issues.
- Prepares reports, presentations, policy recommendations, and expert briefings.
- Represents RED and SFA on committees, work groups, and multi-agency teams.

Duty 3

General Summary:

Percentage: 15

Serves as the State's Owner's Representative for all construction and renovation activities in leased facilities, ensuring Lessors and their contractors comply with State of Michigan build out standards, schedules, and deliverables.

Individual tasks related to the duty:

- Leads oversight of new construction, major renovations, minor modifications, space reconfigurations, and tenant improvements.
- Directs review and monitoring of landlord-managed construction schedules, specifications, and quality control.
- Oversees staff participation in construction meetings, site visits, inspections, punch list development, milestone verification, customer updates, and Lessor/vendor communications.
- ••Participates and oversees staff participation in site visits to visually evaluates space based on overall facility condition, structural integrity, site preparedness, and onsite infrastructure.
- ••Prepare and oversee the preparation of detailed reports of observations for RED Property Managers to include in recommendation of site selections for customer agencies.
- Ensures accurate and consistent application of State building standards and lease-based construction requirements.
- Elevates technical issues requiring specialized review by DCD or other expert units.
- Provides regular updates and recommendations to customer agencies regarding construction risks, delays, or compliance concerns.

Duty 4

General Summary:

Percentage: 10

Manages construction oversight responsibilities in state owned facilities for small to medium complexity projects delegated under a Memorandum of Understanding (MOU) with Design & Construction Division of DTMB (DCD), ensuring compliance with DCD procedures and recognition of DCD's primary authority for capital level and highly technical work.

Individual tasks related to the duty:

- Exercises delegated authority to oversee remodeling, reconfiguration, and interior improvement projects.
- Ensures all work follows DCD standards, policies, procurement processes, and escalation procedures.
- Determines when projects exceed section authority and must be transferred to DCD as the primary project lead.
- Supervises the Building Construction Project Superintendent 11 in field oversight, inspection, scheduling, contractor coordination, and quality assurance.
- Ensures projects are delivered safely, efficiently, within scope, and in compliance with code and State requirements.
- Coordinates closely with DCD project managers, architects, engineers, and subject matter experts.
- Tracks all project progress, risks, and compliance findings.

Duty 5

General Summary:

Percentage: 5

Collaborates with the Space Coordination Specialist-14 (Systems and Facilities Specialist) within the Space Coordination & Design (SCD) Section to develop, implement, and continuously improve a standardized project intake and triage process for office space project requests within the DTMB-managed State-owned buildings. This process determines the appropriate level of project leadership—BOD Facility leaders for maintenance projects, SCD Designers for low-complexity projects, the Construction & Leasing Compliance Section Manager for mid-complexity projects (per-MOU), and the Design & Construction Division (DCD) for high-complexity projects.

Individual tasks related to the duty:

- Works jointly with the SCD Specialist-14 to design an intake workflow that evaluates incoming project requests for scope, complexity, risk, and technical requirements.
- Defines and documents the thresholds, criteria, and decision rules used to classify projects as maintenance-only, low, medium, or high complexity.
- Ensures the intake process integrates seamlessly with SCD planning activities, Construction & Leasing Compliance oversight functions, in alignment with the MOU and DCD's established authority.
- Establishes communication protocols for routing projects to SCD Designers, the Section Manager, or DCD based on assessment outcomes.
- Provides training and guidance to RED, SCD, and agency partners on the use of the intake process.
- Periodically reviews and updates the process to ensure consistency, efficiency, and alignment with evolving organizational needs, DCD expectations, and project delivery best practices.
- Related duties as assigned.
- Advise and assist divisional and administration directors as needed

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

- Issuance of Notice to Cure, rent reductions, enforcement letters, and corrective action directives to Lessors.
- Determining compliance severity, urgency, and required interventions.
- Assigning projects and determining staff deployment on construction or compliance matters.
- Determining when to elevate issues to DCD per the MOU or when DCD must assume primary project oversight.
- Establishing section level procedures, internal controls, and documentation standards.

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

- Material deviations from departmental policy or from the DCD MOU authority limits.
- Recommendations to close leased offices or relocate staff due to safety or compliance issues.
- Submittals to the Attorney General's Office for legal action or opinion.
- Major programmatic changes affecting statewide operations.
- Escalations involving legislative, political, or significant financial ramifications.

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 at a computer terminal.
- Use of a computer is required.
- Walking and driving to meetings off-site.
- Travel on a State-wide basis including some evening or overnight travel.
- Ability to enter different types of construction sites, structures, buildings and undeveloped property that may not be barrier free.
- Exposure to noise, dust, environmental hazards, or building systems during inspections.

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>
HAWES, KEITH R	BUILDING CONSTRUCTION SUPT-E P11	MCGRATH, DAVID	ARCHITECT-A 12

Additional Subordinates

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

- | | | | |
|---|------------------------------------|---|-----------------------------------|
| Y | Complete and sign service ratings. | Y | Assign work. |
| Y | Provide formal written counseling. | Y | Approve work. |
| Y | Approve leave requests. | Y | Review work. |
| Y | Approve time and attendance. | Y | Provide guidance on work methods. |
| Y | Orally reprimand. | Y | 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?

This position performs as a Section Manager leading a team to perform highly complex and politically sensitive state-wide construction and leasing compliance projects that impact leased, owned, and managed State of Michigan space ensuring success of the DTMB Mission. It also is responsible for representing the Department of Technology, Management and Budget in related court or legal proceedings.

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 Real Estate Division (RED) leases privately owned space for all Executive Branch State agency operations. Under the DMB (Act 431 of 1984) and Executive Order 2002-20, DTMB is solely responsible for providing land and facilities for the use of State agencies through leases. RED is also responsible for long-term space planning of State-owned, DTMB managed buildings and all leased facilities. This position integrally supports the mission of the Division, by integrating facility compliance, construction oversight, Lessor enforcement, and coordination with DCD to deliver consistent and high-quality environments for State agencies. The role is essential to SFA's mission to secure, manage, and maintain space resources across State government.

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:

- Extensive knowledge of principles, practices and standards of the commercial real estate industry
- Construction codes and the permitting processes at both State and Local levels.
- State building standards, DCD procedures, codes, and construction project management.
- Government budgeting and building occupancy.
- Processes in completing negotiations for leasing.
- Government leasing enforcement mechanisms
- The requirement, preparation, and when to use reports.
- Government accounting and procurement requirements.
- Government procurement and accounting software.

Skill in:

- Managing construction or facility improvement projects.

Ability to:

- 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.
- Onboard, supervise, train, and evaluate staff
- Interpret lease terms, building codes, engineering reports, and construction specifications.
- Maintain confidentiality and exercise sound judgment.
- Interpret architectural and engineering documents.
- Recognize when issues require involvement of a licensed Architects and/or Engineers.

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

Appointing Authority

8/6/2026

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