

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Occ. Code 7107110

Public Buildings Manager 1, Grade 14	7107110
Public Buildings Manager 2, Grade 18	7107120
Public Buildings Manager 3, Grade 23	7107130
Public Buildings Manager 4, M-2	7107140
Public Buildings Manager 5, M-3	7107150

Brief Description of Class Series

Public Buildings Managers plan and supervise the operation, maintenance, safety, and physical access control of State facilities. Incumbents implement policies and procedures and execute management directives at assigned facilities.

Distinguishing Characteristics

The level and number of Public Buildings Managers classified at a facility are determined by the following factors: age and condition of facility and grounds; historic status of the building; scope of capital program projects and renovations; whether the building stands alone or is part of a complex/cluster; number of tenant groups and presence of high-profile tenants or those with unique needs, such as legislators or court personnel; scope of additional building use by the public during work hours, and on nights and weekends; scope of building management function responsibilities (renovation, custodial, maintenance, grounds, parking, security); number and level of subordinate staff, including contractors; facility size (square footage of actively maintained space, including buildings, grounds and parking facilities); and presence of other supervision on site. All the factors will be evaluated in the proper classification of a position..

Public Buildings Manager 1: primarily responsible for managing a smaller, typical use facility or one with few tenant occupants, where decision making involves routine facility services, and supervises fewer than 6 subordinates, including contractors; typically classified at a stand-alone facility under 200,000 square feet, or as part of a cluster of facilities under direction of a higher-level Public Buildings Manager; may serve as assistant to a higher-level Public Buildings Manager; and reports to a higher-level Public Buildings Manager or other manager.

Public Buildings Manager 2: primarily responsible for managing a single facility or a cluster of smaller facilities, with diverse tenants and visitors, that may be the site of

public weekend activities and supervises at least 6 subordinates, which may include Public Buildings Managers 1 and maintenance or custodial staff and contractors; typically classified at a stand-alone facility under 300,000 square feet, or as part of a cluster of facilities under direction of a higher-level Public Buildings Manager; may serve as assistant to a higher-level Public Buildings Manager; and reports to a higher-level Public Buildings Manager or other manager.

Public Buildings Manager 3: primarily responsible for managing a group of facilities, typically greater than 300,000 square feet or a standalone facility with unique characteristics, such as a high-profile or diverse tenant population, extensive public utilization, significant capital program plans, or special historic restoration requirements; supervises at least 12 subordinates, which may include lower-level Public Buildings Managers and maintenance or custodial staff or contractors; may serve as part of the Empire State Plaza or Harriman Campus building management team; and reports to a higher-level Public Buildings Manager or other manager.

Public Buildings Manager 4: reports to a higher-level Public Buildings Manager or other management, and provides leadership and oversight of facilities management in a specific region of the State or as part of the Empire State Plaza or Harriman Campus building management team; typically classified as part of a multi-facility complex of greater than 1 million square feet or facility population of greater than 5,000 under direction of a higher-level Public Buildings Manager; administratively supervises lower level Public Building Managers and maintenance, grounds, and utility operations at all levels; assigned to a cluster of facilities; and plans and implements all complex initiatives; and may serve as an assistant director over a major region.

Public Buildings Manager 5: under the direction of executive staff, serves as an assistant director of the Empire State Plaza or the director of a major region or the Harriman Campus; provides leadership and oversight of facilities management; and administratively supervises lower-level Public Buildings Managers.

Related Classes

Maintenance Supervisors oversee the activities of skilled trades, semiskilled, and unskilled positions engaged in maintenance, repair, rehabilitation, and construction activities at State facilities.

Plant Superintendents manage and oversee the daily operations of the physical plant/engineering and maintenance departments at State facilities, institutions or campuses.

Property Managers perform office and field duties directed at the construction, acquisition, rehabilitation, and maintenance of office space utilized in New York State agency operations.

Illustrative Duties

Public Buildings Manager 1: administers a facilities maintenance program by scheduling preventive maintenance, initiating work orders, recommending modifications to existing procedures, supervising the acquisition and storage of supplies and materials, observing and enforcing compliance with applicable codes, ordinances, and laws, performing on-site evaluation of service contracts, and allocating resources to accomplish routine activities; coordinates the activities of construction companies, inspectors, and tenants by advising tenants and users of upcoming repairs to facilities or peripheral areas that may result in disruption to services, access, or traffic and ensuring that tenants are notified of alternate routes and access; investigates tenant complaints of issues affecting health, comfort, and safety; prepares budget requests; manages building contracts; and supervises state and contractual employees engaged in grounds maintenance, parking facilities operations, custodial services, maintenance, and security at a state building by assigning work and inspecting the results for quality and safety, counseling workers, resolving grievances, and reporting contractual infractions; assists in developing and executing contracts and agreements for goods and services, and monitors deliverables to ensure compliance with contract provisions

Public Buildings Manager 2: performs duties similar to a Public Buildings Manager 1, and in addition, independently implements operational policies and procedures to govern the public use of State facilities during and after business hours; develops and disseminates maintenance plans, capital construction requests, estimates and implements Preventive Maintenance/Rehabilitation & Improvement (PMR&I) plans, security measures, health and life safety, parking arrangements, and emergency procedures; meets the needs of the public with minimal disruption to government operations and minimal liability to the State; manages the demands of several facilities, ensuring consistency of operations, while addressing unique situations; and may assign and evaluate the work of subordinate building managers.

Public Buildings Manager 3: performs duties similar to lower level Public Buildings Managers, and in addition, ensures that high use areas are safe and clean; conducts on-site evaluation of service contracts; develops and implements internal controls; performs the full range of supervisory duties; may coordinate the use of facilities with government officials, legislators, and public and private groups from the immediate area of the facility and other parts of the state; may arrange for the provision of special equipment, services, and furnishings and for special functions, such as meetings, hearings, luncheons, or visits by foreign dignitaries; may ensure the safety of special art collections by accommodating them in security plans; and when the facility is a historic site, such as the Capitol, may coordinate activities with staff responsible for the preservation of the facility to ensure that maintenance, alterations, and repair do not jeopardize the historic value of the facility.

Public Buildings Manager 4: performs duties similar to lower level Public Buildings Managers, and in addition, compiles, reviews, and recommends staffing and

fiscal plans and budget requests; performs analytics; directs employee training; develops and implements policies and procedures and ensures that they are followed by maintaining an administrative reporting system; assists facility managers to resolve serious problems, complaints, and emergencies; maintains liaison with local Fire and State Police to develop proper security and safety conditions and maximize security resources; reviews and approves capital construction requests by reviewing estimates of subordinate managers regarding building alterations and rehabilitation against established plans; develops and manages building contracts; recommends new policies and modifications to existing policies in response to recurring problems; plans and oversees capital improvement projects; manages multiple central stores units; and performs the full range of supervisory duties.

Public Buildings Manager 5: performs duties similar to lower level Public Buildings Managers, and in addition, serves either as an assistant director or director of facilities management; reviews, recommends, develops, and implements policies, procedures and processes which are specific to the management of the facilities; supervises subordinate staff, contract workers, and consultants in support of building operations, maintenance, security, and special events for a region of the State or large complex; directs the preparation of capital budget requests for the region, and preventive maintenance and rehabilitation and improvement plans; makes final determination on staffing, fiscal purchases and planning, and budget requests .

Minimum Qualifications

Public Buildings Manager 1

Promotion: one year of permanent service in a position allocated to Grade 8 or higher.

Open Competitive: four years of experience* managing an occupied commercial building with a gross square footage of at least 50,000 or a complex of occupied buildings totaling at least 150,000 square feet. This experience MUST include direct responsibility for building maintenance (including HVAC), minor building rehabilitation, and at least one of the following three areas of expertise: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.

Public Buildings Manager 2

Promotion: one year of permanent service as a Public Buildings Manager 1.

Open Competitive: five years of experience* managing an occupied building with a gross square footage of at least 200,000 or a complex of occupied buildings totaling at least 250,000 square feet, at least one of which must have included supervision of service contractors or in-house staff, including plumbers, electricians, carpenters, and other skilled tradespeople. This experience MUST include overall responsibility for

building maintenance (including HVAC), minor building rehabilitation, and at least one of the following three areas of expertise: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.

Public Buildings Manager 3

Promotion: one year of permanent service as a Public Buildings Manager 2.

Open Competitive: six years of experience* managing an occupied building with a gross square footage of at least 250,000 or a complex of occupied buildings totaling at least 300,000 square feet, at least two of which must have included supervision of service contractors or in-house staff, including plumbers, electricians, carpenters, and other skilled trade people. This experience MUST include overall responsibility for building maintenance (including HVAC), minor building rehabilitation, and at least one of the following three areas of expertise: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.

Public Buildings Manager 4

Promotion: one year of permanent service as a Public Buildings Manager 3.

Open Competitive: seven years of experience* managing an occupied building with a gross square footage of at least 300,000 or a complex of occupied buildings totaling at least 350,000 square feet, at least three of which must have included supervision of service contractors or in-house staff, including plumbers, electricians, carpenters, and other skilled trade people. This experience MUST include overall responsibility for building maintenance (including HVAC), minor building rehabilitation, and at least one of the following three areas of expertise: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.

Public Buildings Manager 5

Promotion: one year of permanent service as a Public Buildings Manager 4.

Open Competitive: eight years of experience* managing an occupied building with a gross square footage of at least 350,000 or a complex of occupied buildings totaling at least 500,000 square feet, at least four of which must have included supervision of service contractors or in-house staff, including plumbers, electricians, carpenters, and other skilled trade people. This experience MUST include overall responsibility for building maintenance (including HVAC), minor building rehabilitation, and at least one of the following three areas of expertise: grounds maintenance, security and access control, or cleaning oversight including sanitary requirements and inspection.

*Substitutions: an associate's degree in construction management, construction technology, facilities management, engineering, engineering technology, architecture, architectural technology, business, business administration, or public administration

may substitute for two years of the general experience; or a bachelor's degree in the above fields may substitute for three years of the general experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

10/2023

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