

POSITION DESCRIPTION (Please Read Instructions on the Back)

PD-03071

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	1. Agency Position No. NAVFAC 12
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 2-Critical <input type="checkbox"/> 3-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	
13. Competitive Level Code		14. Agency Use NAF POS		15. Classified/Graded by	
a. Office of Personnel Management		b. Department, Agency or Establishment		c. Second Level Review	
HOUSING MANAGEMENT ASSISTANT		NF		1173 03	
d. First Level Review		e. Recommended by Supervisor or Initiating Office		Initials Date UB 4-17-03	

16. Organizational Title of Position (if different from official title)
MAINTENANCE COORDINATOR

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment
DEPARTMENT OF THE NAVY

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

d. Fourth Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)
ANNE-MARIE JONES

Signature _____ Date _____

Signature *Anne-Marie Jones* Date 3/18/03

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action
E. LANIER-BALLENGER, PRINCIPAL CLASSIFIER

Signature *E. Lanier-Ballenger* Date 4-17-03

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (See Attached)

PD NBR: NAVFAC 12

CLASSIFICATION: HOUSING MANAGEMENT ASSISTANT NF-1173-03

ORG TITLE: MAINTENANCE COORDINATOR

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. This position involves performance of onsite facilities coordination and administration of the Navy bachelor housing facilities.

MAJOR DUTIES AND RESPONSIBILITIES

Responsible for developing, organizing, coordinating, executing, and evaluating a comprehensive maintenance, repair and renovation program within the activity. Includes minor to major repairs, renovations and special projects for all CBH assets.

Responsible for estimating project costs, personnel equipment and materials. Evaluates project requests, determines correct materials to be used and submits recommendations. Converts ideas or concepts of the Bachelor Housing Officer, Regional Manager and Site Managers to working plans that maintenance staff can follow. Prepares purchase requests and ensures non-appropriated and appropriate procurement procedures are followed. Ensures delivery of goods to site, quality of goods, and ensures proper inspection and acceptance.

Responsible for all maintenance division administrative matters, which include but shall not be limited to: briefings, letters of operation, standard operating procedures (SOP's), special reports, management narratives, post action reports, etc. Assists in the preparation, justification, execution and monitoring of the annual non-appropriated and appropriated fund budgets.

Assures that procedures are adhered to via observation, record review and maintaining communication with residents and guests. Evaluates and takes corrective actions as required. Acts as liaison with customers, contractors, vendors, PWC, ROICC, and other agencies as needed.

Performs other related duties as assigned.

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Completion of a formal course in hotel industry housekeeping procedures or have four years experience in the same or closely related field. Must possess the ability to supervise and to instruct. Must possess basic math and reading skills. Must be able to communicate clearly and effectively both verbally and in writing with management, staff and guests. A certificate or license in at least one of the major trades (electrical, plumbing, carpentry, etc.) is strongly preferred.

Knowledge of the basic principles, techniques, and methodology pertaining to management planning, coordinating and efficient use of lodging facilities.

General knowledge of construction, maintenance, repair and improvement practices and the methods and procedures involved in determining acceptable work performance.

Manages the annual leave program for all staff members and prepares written performance evaluations.

Ability to evaluate the adequacy of lodging processes.

Knowledge of VQ housekeeping and facility policies and standards; use and care of cleaning solutions; and safety, environmental and fire prevention regulations and practices.

Knowledge and proven performance of efficient cost effective management pertaining to renovation/repair projects, preferably including BH or other military operations.

Basic understanding of computers and computer software programs and ability to use Microsoft Word and Excel.

Ability to communicate effectively orally and in writing.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent reports directly to the Manager who provides general assignments and objectives. The incumbent plans and carries out the assigned programs and handles problems and issues in accordance with instructions and official policies. Incumbent is expected to manage the day-to-day operations of assigned programs independently and ensure quality control of all projects. Work is reviewed for achievement of overall objectives and goals and patron satisfaction.

FACTOR 3. GUIDELINES

Guidelines include, but are not limited to, DOD, SECNAV, OPNAV, NAVFAC, BUPERS, NAVOSH, OSH, Installation and local codes, policies, procedures and SOPs. Guidelines are often clear, but may be outdated or conflicting. The incumbent must be able to apply personal judgment and experience to consider several sources and select the appropriate guidance to apply to a specific situation. Situations in which existing guidelines cannot be applied or when significant proposed deviations exist are referred to others.

FACTOR 4. COMPLEXITY

The Maintenance Coordinator is responsible for the management, administration and technical direction of the CBH maintenance/renovation program, involving a variety of types of work, priorities, and processes. The incumbent must rely on management experience and sound knowledge of good business practices i.e., costs, procurement, and disposal of surplus, non-usable, and/or hazardous materials. Must use foresight to efficiently prepare for continued long-range projects and initiative in planning and executing recreational programs and services to meet required deadlines.

FACTOR 5. SCOPE AND EFFECT

The maintenance program contributes to readiness and retention within the Navy by providing and improving facilities and enhancing patron enjoyment and safety within CBH facilities. Efficient and well-maintained facilities generate revenue to improve and expand services offered.

FACTOR 6. PERSONAL CONTACTS

Contacts are with civilian and military personnel residing in and visiting Bachelor Housing, co-workers, PWC, ROICC and contract personnel. Occasional contact includes managers of other lodging facilities, audit/inspection teams, and local military command representatives.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of these contacts is to plan and effect repair and renovation projects, influence cooperative attitudes and compliance with policies and directives, to resolve conflicts, exchange information--often involving significant or controversial issues and differing viewpoints, and to present programs/goals, objectives; or alternative approaches to resolve problems.

FACTOR 8. PHYSICAL DEMANDS

Administrative work is primarily sedentary. Program work involves lifting up to 50 lbs unassisted, higher weights with assistance, outside work, and assisting with work at job sites.

FACTOR 9. WORK ENVIRONMENT

The work involves normal risks or discomforts associated with an office environment that is adequately lighted, heated, and ventilated. Work is performed both indoors and outdoors. Occasional exposure to dusty or dirty conditions exist when visiting rooms or facilities undergoing repair, maintenance, or renovation.

SPECIAL REQUIREMENTS

Must possess a valid state driver license, as travel to other VQ facilities may be required within the normal scope of duties.

This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC) in accordance with NAVFAC policy.

Must actively participate in the Performance Plus Training Program. This includes successful completion of basic exams within the first 90 days of employment and certification within 1 year if eligibility requirements are met.

The incumbent is expected to work towards and obtain certification in maintenance/facility operations.