



IN REPLY REFER TO

## United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Office of Indian Education Programs  
Human Resources Office  
P.O. Box 769  
Albuquerque, New Mexico 87103

AUG 02 2005

### Memorandum

To: All Education Line Officers  
Principals  
Program Managers/Supervisors  
Business Managers/Technicians

From: OIEP Human Resources Officer *Kay Hayes*

Subject: Excepted Qualification/Job Category Standard 75-02, Facility  
Manager, CE/CY-1640

Attached for your immediate use is the Excepted Qualification/Job Category 75-02 for Facility Manager, CE/CY-1640 approved on July 21, 2005. This standard cancels and replaces the Job Category 75, Facility Manager, approved February 5, 2004. This standard applies immediately to all advancements, new contracts, and contract renewals.

If you have any questions, please contact Ms. Doris A. Willie, OIEP Classification Officer, at (505) 248-6366 or Kay Hayes, OIEP Human Resources Officer, at (505) 248-6363.

Enclosure



# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Washington, D.C. 20240

IN REPLY REFER TO:

Job Category: 1640  
Exc. Qual. Std.: 75-02  
Approved **JUL 21 2005**  
Authority: P.L. 95-561

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Director, OIEP

## FACILITY MANAGER

### CATEGORICAL PAY LEVELS

Minimum: Pay Level: 04  
Maximum: Pay Level: 07

### DESCRIPTION OF WORK

This job category covers all positions that are responsible for planning, implementing, supervising and coordinating the execution of an integrated sound, effective and efficient facility management program. They are held accountable for the success of facility management program. Inherent in this responsibility is monitoring and evaluating the progress of the program toward meeting goals and making adjustments in objectives, schedules and commitment of resources. Managerial work, includes, but not limited to: (1) Determines goals and develops plans for program. (2) Contributes to the determination of resource needs and allocation of resources, and be accountable for their use. (3) Makes or recommends organizational changes that have considerable impact, such as those involving basic structure, operating cost, and key positions. (4) Considers a broad spectrum of factors when making decisions, including such matters as public relations, and labor-management relations. (5) Coordinates program efforts with other internal activities or with the activities of other organizations. (6) Communicates agency policies and procedures to subordinates. (7) Deals with human resources management problems and issues. Assists schools with facilities management budget development upon request. Serves as Contracting or Grants Officer's Representative when required.

Programs include operation, maintenance, repairs, improvements, and inspections and, for some locations, custodial-services for various types of facilities.

### POSITION TITLE AND LEVEL OF RESPONSIBILITY

Level 04 – Facility Manager: Level 04 managers are normally responsible for planning and supervising a facility and building systems at a boarding school with more than 250 but less than 500 students or a day school with more than 350 students. Or, position is responsible for supervising a work center serving more than one school or facility site in a Line Office with an 05 level Facility Manager at the Line Office level; or may serve as Assistant Facility Manager to an 05 or 06 level Line Office Facility Manager, having full or partial deputy status respectively.

Level 05 – Facility Manager: Serves as Facility Manager for education line offices with fewer than six bureau operated schools where the Education Line Officer is a GS-13 or higher; or is responsible for supervision of all facilities and building systems at a boarding school with more than 500 students; or may supervise a work center serving more than one school or facility site in a Line Office with an 06 or 07 level Facility Manager, having full or partial deputy status.

Level 06 – Facility Manager: Serves as Facility Manager for education line offices with more than six but less than ten bureau operated schools where the Education Line Officer is a GS-14 or higher.

Level 07 – Facility Manager: Serves as Facility Manager for education line offices with more than 10 bureau operated schools where the Education Line Officer is a GS-15 or higher.

#### BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Level 04 – Bachelor's Degree in related field and one year related experience equivalent to Level 03; OR Associate Degree or 60-college semester hours in related field, and six years specialized experience equivalent to Level 03; OR High School or GED diploma and eight years specialized experience equivalent to Level 03.

Level 05 – Bachelor's Degree in related field and two years related experience equivalent to Level 04; OR Associates Degree or 60 college semester hours in related field and eight years specialized experience equivalent to Level 04; OR High School or GED diploma and ten years specialized experience equivalent to Level 04.

Level 06 – Bachelor's Degree in related field and three years related experience equivalent to Level 05; OR Associates Degree or 60 college semester hours in related field and ten years specialized experience equivalent to Level 05; OR High School or GED diploma and twelve years specialized experience equivalent to Level 05.

Level 07 – Bachelor's Degree in related field and five years related experience equivalent to Level 06.

Bachelor's Degree may be in any

- Engineering discipline,
- Industrial technology,
- Construction management,
- Property management,
- Business administration,
- Education administration, OR
- Public administration.

A minimum of 12 semester hours in business administration and/or in any technology/engineering courses related to building systems such as electrical, mechanical, civil, safety, real estate, interior and architecture design, or equivalent courses is required when Bachelor's Degree is used as qualification. Qualifying related experience used in combination with the Bachelor Degree should be in administration, engineering, building technology or other professional level experience related to the position.

Specialized experience is typically gained in a line of work that is related to the work of the position to be filled, or in the same specific program area with which the position is concerned, or in a closely related kind of program. Examples of qualifying specialized experience include: (1) Managing a maintenance program for office or apartment building complexes, hospitals, recreation facilities, military, or other installations, including maintenance activities, and developing preventive maintenance programs. (2) Conducting surveillance activities over construction and maintenance operations performed by a variety of private contractors, including reviewing project plans and specifications for workability, informing contractors of construction and reporting requirements, and supervising operations for conformance with project plans. (3) Performing maintenance or construction work, including estimating material and labor costs for a variety of facility management projects, directing actual work operations, and maintaining appropriate contacts with the organizations funding the project.

CONDITION OF EMPLOYMENT:

If the position requires operation of a motor vehicle in performance of work, a valid State Driver's license is a prerequisite. Some positions may involve work that requires driving throughout the geographic jurisdiction of the Education Line Office, school, or dormitory to manage facility management programs and projects. If this is the requirement, a valid State Driver's license must be maintained as a condition of employment; and failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.

Approved: X Disapproved:    

Edmund Pausan  
Director, Office of Indian Education Programs

7-21-05  
Date