



State of Minnesota Position Description

Board of Water and Soil Resources

Position Description A

Employee's Name:

Position Control Number: 01014050

Agency/Division: BWSR/Strategy and

Activity:

Classification Title: Management Analyst 3

Working Title: Space and Facilities Team Lead

Prepared by: Amie Wunderlich

Appraisal Period:

Signatures

Employee Signature _____ Date signed _____

(this position description accurately reflects my current job)

Supervisor Signature: _____ Date signed _____

(this position description reflects the employee's current job)

Position purpose

This classified position exists to serve as BWSR's facilities projects team lead and assets manager. This position will serve as the main point of contact and project team lead for BWSR's facilities projects and building location change/renovation projects, as well as fleet needs and state asset inventory. This position exists to oversee day-to-day operations of projects to ensure business continues uninterrupted and renovation distractions are minimized; and to research and coordinate other projects that support the agency's administrative services and space needs.

Reportability

Reports to: Agency Chief Financial Officer

Supervises: N/A but serves as project lead

Dimensions:

Budget: Directly informs budget amounts for facilities projects at the St. Paul central offices and field offices across the state; directly informs decisions related to fleet vehicles and other state assets.

Clientele: Project architects, contractors, material suppliers, vendors, BWSR committees & subcommittees, other state agency contacts.

Position Description B

Employee's Name:

PCN: 01004204

1. Principal Responsibility: Space and Facility Needs Coordination

Serve as the main point of contact and team lead for BWSR's facilities projects and building location change/renovation projects. Oversee day-to-day operations of projects to ensure business continues uninterrupted and renovation distractions are minimized. Develop, plan, and coordinate strategies for BWSR's approach to workforce logistics and hybrid work environments.

Priority: A

% of time: 50

Discretion: A

Task Statements

- A. Create project work plans and internal communication plans in collaboration with the supervisor; integrating a project schedule that includes milestones for design, construction, staging, and moving, etc.
- B. Coordinate all aspects of the project as necessary to assure project is under control, on schedule and distractions to staff are minimized. This will include tasks such as: temporary work locations management; moving management (within office locations and to new office locations) and communications; calendar management with vendors and staff; technology needs management; facilitating meetings of ad hoc project teams as needed.
- C. Monitor current day-to-day project activity and provide regular updates to the Executive Team including weekly project check-ins with supervisor; monthly status updates and project milestones to Executive team; developing and presenting options and recommendations; regular budget updates.
- D. Represent the agency's interests in meetings with clientele and other state agency partners.

- E. Assist management to develop planning proposals and projects with statewide scope or multiple issues, by determining objectives and analytical/methodological approaches.
- F. Participate in statewide workgroups for the purposes of aligning agency vision and strategy, and to lead and coordinate planning projects associated with workplace facilities and space management.
- G. Build analytical models for projects and plans to identify interactions of variables, forecast trends and make projections.
- H. Provide work direction - in the role of a project leader - to professional planning project staff (e.g., prioritize, schedule, assign, direct, guide, evaluate and report on the work of the project team.
- I. Serve as the liaison between BWSR and Department of Administration and all applicable vendors regarding facility issues (maintenance, janitorial, special projects, etc.).
- J. Manage and coordinate all location facility leases with the Department of Administration.
- K. Assist both management and staff with all Facilities Management issues and requests (parking, security, furniture, fixtures, equipment, etc.).
- L. Integrate agency safety plans and policies into facility use and contract management considerations.

Performance Indicators

- A. Facility space and equipment needs meet agency business needs.
- B. Procedures for work are annually updated to reflect changes to agency or state policy, guidelines, or statute.

2. Principal Responsibility: Safety and Continuity of Operations

Develop and coordinate other projects that support the agency's administrative service and space needs including: Administrative Procedures development; Continuity of Operations Plan (COOP) development and oversight of safety needs; and other tasks as directed.

Priority: A

% of time: 20

Discretion: B

Task Statements

- A. Act as the agency's safety coordinator assisting with facility and fleet safety response plans.
- B. Assist in creating site-specific emergency response plans.
- C. Coordinate and maintain applicable safety policies and procedures and assist in safety training.
- D. Research and develop a COOP outline and report to ensure the continued performance of critical agency functions through wide range of potential events or emergencies.
- E. Interview staff in BWSR offices to identify facility/space needs and plans and essential functions that must be supported in an emergency.



- F. Develop and maintain COOP options and recommendations for each BWSR office location.
- G. Provide regular updates on procedures and plan report milestone as needed.
- H. Coordinate communications plans for each office in case of needs for emergency preparedness and response; maintain databases of property management contacts for each satellite office.

Performance Indicators

- A. Agency safety and emergency plans, policies, and procedures are current.
- B. Agency COOP plan is updated as needed to reflect changes to state policies/procedures, staffing changes, or other office changes.

3. Principal Responsibility: Agency Fleet Management

Serve as the main point of contact and team lead for BWSR’s fleet management location change, usage, renewal, budgeting, tracking, maintenance, repairs, and/or damage reporting.

Priority: A

% of time: 20

Discretion: A-B

Task Statements

- A. Work with Fleet Services to monitor usage; budget for ordering replacements and/or new orders.
- B. Work with Risk Management on insurance or damage or deductible reports.
- C. Ensure fleet vehicles receive necessary maintenance per schedules.
- D. Lead the BWSR Fleet Vehicle Team for needs, annual review of usage, and suggest replacement request to Chief Financial Officer.
- E. Ensure mileage logs and receipts are submitted to Fiscal for monthly reconciliation.
- F. Manage agency policy and procedures regarding Fleet Vehicle management.

Performance Indicators

- A. Annual review of fleet vehicles with agency supervisors and managers is completed.
- B. Procedures and other documentation are annually updated as needed to reflect any changes in statewide policies or statutes.
- C. Agency fiscal management team is informed of lease and purchase needs in order to adequately plan annual fleet budget.

4. Principal Responsibility: Perform other duties as assigned to assure efficient and effective operations in the Fiscal and Administrative Services division.

Perform all duties and responsibilities in a safe and healthful manner by following correct work procedure and using required personal protective equipment when appropriate so that work related injuries and illnesses are minimized or eliminated.

Priority B

% of time: 10

Discretion B

Task Statements

- A. Comply with all agency safety and health policies and procedures.
- B. Recommend training and other resources to agency safety committee.
- C. Discuss safety and health concerns or questions with a supervisor and/or HR.
- D. Take corrective action to reduce or eliminate any safety or health hazard without endangering oneself.
- E. Participate in all required divisional and organizational meetings, trainings, and events.
- F. Serve in back up capacity to other fiscal or admin services staff as requested.
- G. Participate in special projects and teams when assigned.
- H. Support the operational goals and objectives of the organization.

Performance Indicators

- A. Agency safety needs are met; Safety Team is informed of options or opportunities to address identified equipment or other needs.

Position Description C

Employee's Name:

PCN: 01004204

NATURE AND SCOPE

RELATIONSHIPS

This position reports to the Chief Financial Officer and indirectly reports to the Assistant Director of Strategy and Operations. Close working relationships are also required with other sections and in office locations for the Board of Water and Soil Resources, external stakeholders relating to projects - such as the project architect, contractors, material suppliers, and vendors. The incumbent will be responsive to the needs of all project stakeholders. The success of this position requires communication in verbal and written form with all parties so that the needs of the customers and the project are served promptly. In order to accomplish the position responsibilities, it is essential to have frequent and personal contact with project participants and any other group that will aid in the success of assigned projects.

KNOWLEDGE, SKILLS, AND ABILITIES

- Verbal and written communication skills to facilitate understanding of the issues.
- Analytical skills to determine the best strategy to implement projects.
- Operational knowledge of computers for communication, storage and retrieval of information and to organize and analyze issues.
- Public speaking skills sufficient to communicate effectively with small groups and on occasion represent the department as appropriate.
- Efficient organizational skills to successfully manage the demands of the building renovation project.
- Interpersonal skills: listening, speaking, writing, customer empathy, ability to develop and maintain effective-positive work relationships, team skills, patience, self-confidence, self-sufficiency.
- The ability to implement program procedures and make recommendations on how to change them to become more efficient and effective.

PROBLEM SOLVING AND CREATIVITY

The Project Team Leader must be able to solve problems on several inter-related levels. The employee must be able to address and resolve conflicts and issues of major significance from staff and key stakeholders, including highly difficult and complex financial, administrative, and/or technical issues. Current and future needs and long-range planning must be anticipated to derive maximum benefit from allotted resources in meeting those needs. Planning, quality and productivity improvement, and identification of potential problem areas are mandatory.

FREEDOM TO ACT

The incumbent is expected to work with limited supervision and most assignments are of a project nature where the incumbent is given a great deal of discretion in carrying out the assigned duties.

The employee reports to and receives general direction from the Chief Financial Officer at the Board of Water and Soil Resources. The employee has latitude to make decisions and take actions required to solve problems and provide effective services within the confines of law and policy, and in the best interest of the agency and multiple stakeholders. There is considerable freedom to act, and the employee must exercise professional

judgment and leadership to meet the agency's objectives. This employee is a representative of the State of Minnesota and is governed by the rules, policies, and procedures of the state and the agency.