

POSITION DESCRIPTION (Please Read Instructions on the Back)

PD-03068

1. Agency Position No.
NAVPAC 10

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>	3. Service <input type="checkbox"/> Hdqrs <input checked="" type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. DPM Certification No.
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Exclusively 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) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)	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"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive	13. Competitive Level Code	14. Agency Use NAP POS
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review	HOUSING MANAGEMENT ASSISTANT	NF	1173	03	MB	4-17-03
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)
BUILDING MANAGER

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY	a. Third Subdivision
a. First Subdivision	d. Fourth Subdivision
b. Second Subdivision	e. Fifth Subdivision

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

Signature of Employee (optional)

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 Standard used in Classifying/Grading Position

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

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.

Signature	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
<i>E. Lanier-Ballenger</i>	<i>4-17-03</i>										
a. Employee (optional)											
b. Supervisor											
c. Classifier											

24. Remarks

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

PD NBR: NAVFAC 10

CLASSIFICATION: HOUSING MANAGEMENT ASSISTANT NF-1173-03
ORG TITLE: BUILDING MANAGER

INTRODUCTION

This position is located in the Visitors Quarters (VQ) operation at *NAME OF COMMAND*. The purpose of this position is to provide on site management of assigned Bachelor Housing buildings. The building manager will act as the primary contact point between management and residents/guests.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent performs inspections of common areas and vacant rooms at least each working day for cleanliness and maintenance problems. Performs random room inspections of permanent party BH residents for damage and to ensure living standards are maintained. . Inspects rooms for cleanliness and damage when checking in and checking out permanent party personnel.

Participates in all room inspections performed by the Site Manager, Regional Manager or Bachelor Housing Officer

The incumbent performs various maintenance related actions associated with their assigned building. Initiates trouble calls and work requests to the Public Works department for any maintenance problems.

Performs minor maintenance actions (changing light bulbs, preventative maintenance on fire extinguishers, replace air filters, etc.).

Additionally, the incumbent is responsible for control of the furniture, fixtures, and equipment in their assigned buildings. Notifies the Site Manager of any changes from the BPO Report on personnel living in their assigned buildings.

Performs other related duties as assigned.

FACTOR 1. SKILLS AND KNOWLEDGE REQUIRED

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.

Knowledge of Navy bachelor housing management procedures and general business principles and practices related to bachelor housing management sufficient to independently resolve a variety of complex guest concerns and complaints.

Knowledge of general office procedures including filing, collating, collection of data for reports, and retrieval of paperwork from files and of office machine use (such as calculator, copier, fax machine and simple reproductive equipment).

Working knowledge in the use of microcomputers and automated data processing systems.

Must be able to adjust to changing work schedules and priorities.

FACTOR 2. SUPERVISORY CONTROLS

The supervisor assigns work and provides specific instructions on new procedures. Incumbent accomplishes assignments independently, referring unusual matters to the supervisor for resolution. Work is reviewed for compliance with manuals, regulations, and instructions.

FACTOR 3. GUIDELINES

Works with a variety of DOD, SECNAV, OPNAV, NAVCOMPT, BUPERS, and activity policies, regulations, manuals, and guides related to bachelor housing. Situations in which existing guidelines cannot be applied or when significant proposed deviations exist are referred to the supervisor.

FACTOR 4. COMPLEXITY

The work involves managing buildings occupied 24 hours per day and 365 days a year by both permanent party and transient personnel. The incumbent must display tact, diplomacy, and good judgment in dealing with building guests and residents.

The incumbent performs a full range of duties in support of Bachelor Housing Operation. Incumbent must exercise mature and impartial judgment in counseling residents/guests and resolving problems.

FACTOR 5. SCOPE AND EFFECT

The incumbent ensures that all individuals residing in the Bachelor Housing are dealt with in a professional manner, maintain the standard of living set forth by the Installation Commander, and make attempts to improve morale and quality of life for guests and residents.

FACTOR 6. PERSONAL CONTACTS

Contacts are with civilian and military personnel residing in and visiting Bachelor Housing, co-workers, 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 contacts is to serve as the primary contact point for Bachelor Housing management and residents. Contacts are made to gather information on required maintenance actions, provide input to correct maintenance actions, and to provide feedback to residents based on room inspections.

FACTOR 8. PHYSICAL DEMANDS

The Building Manager is required to do considerable standing, bending, walking, pushing, pulling and climbing. Must have ability to perform moderately strenuous physical labor as unassisted lifting, moving and carrying of supplies and equipment weighing in excess of 50 pounds is required. May be required to climb/descend stairs and properly placed stepladders.

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

This position is subject to the possibility of workdays on weekends and holidays. In order to verify fitness for duty, a complete physical examination at a military medical facility may be required.

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.

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