



**FRANKLIN COUNTY
PUBLIC FACILITIES MANAGEMENT
373 South High Street, Lobby Level
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION TITLE: Facilities Assistant Project Manager (Non-Bargaining) **PCN:** 033342

REPORTS TO: Superintendent of Operations **P.R.:** N11

RESPONSIBILITIES: Assist with coordinating and monitoring maintenance and replacement operations and improvements while serving as the liaison for the Construction Group. Coordinate and monitor designated minor construction and maintenance projects as assigned by the Assistant Director. Collect and process project and purchasing documentation. Assist in planning, scheduling and monitoring safety activities. Participate in safety drill planning committee, and recommend additional safety training as needed. Compile statistical data from feedback forms. Meet independently with outside representatives in regards to assigned improvements and maintenance projects, and write status reports on all assigned improves.

MINIMUM QUALIFICATIONS: High School diploma with college coursework in occupational safety, building construct or design, and 2 years experience with construction management process methods and procedures, and OSHA 30 hour certification preferred.

STARTING SALARY: \$18.14/hour, plus a comprehensive benefit package.
180 Day Probationary Period

DATE POSTED: Monday, February 22, 2016

DEADLINE FOR APPLY: Friday, March 4, 2016

If interested, please go to www.franklincountyohio.gov/commissioners/hr and apply on-line.

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