

BULLETIN 2003 - 28**Date: August 25, 2003**

U.S. Department of Labor Employment and Training Administration Office of Apprenticeship Training, Employer and Labor Services (OATELS) Washington, D.C. 20210	<u>Distribution:</u> A-541 National Office A-546 All Field Tech A-547 SD+RD+SAC+; Lab.Com	<u>Subject:</u> New Apprenticeable Occupation – Facility Manager <u>Code:</u> 200
Symbols: DSNIP:FJH		Action: Immediate

PURPOSE: To inform the Office of Apprenticeship Training, Employer and Labor Services (OATELS), Bureau of Apprenticeship and Training (BAT) Staff of a new apprenticeable occupation:

Facility Manager
RAIS Code: 1056
O*NET Code: 11-9141.00
Training Term: 4000
Type of Training: Competency - based

BACKGROUND: ATR Dennis Underwood, on behalf of the Indiana Air National Guard, 181st Civil Engineering Squadron and Indiana Air National Guard, 122nd Civil Engineering Squadron initiated this apprenticeability request for this occupation

The Facility Manager plans utilizations of space and facilities for government agencies, unit or a business establishment consistent with requirements or organizational efficiency and available facilities and funds. Facility Manager also inspects buildings and office areas to evaluate suitability for occupancy, ensuring that air circulation, lighting, location and size requirements meet standards. Measures or directs workers engaged in measurement of facilities to determine total square footage available for occupancy. Computes square footage available for each member of staff to determine whether minimum space restrictions can be met. Facility Manager draws design layouts showing location of furniture, equipment, doorways, electrical and telephone outlets.

Facility Manager will be added to the list of occupations recognized as apprenticeable by OATELS when the list is reissued.

A suggested work process schedule and related instruction outline are attached for your review.

ACTION: All OATELS staff should review and retain a copy of this bulletin, including all attachments, as a source for developing apprenticeship standards and/or providing technical assistance.

Attachments

**WORK PROCESS SCHEDULE
FACILITY MANAGER**

O*NET/SOC CODE: 11-9141.00 RAIS CODE: 1056CB

DESCRIPTION: Plans utilization of space and facilities for government agency or unit or business establishment consistent with requirements or organizational efficiency and available facilities and funds. Facility Managers inspect buildings and office areas to evaluate suitability for occupancy considering such factors as air circulation, lighting, location and size. Measures or direct workers engaged in measurement of facilities to determine total square footage available for occupancy. Computes square footage available for each member of staff to determine whether minimum space restrictions can be met. Draw design layout, showing location of furniture, equipment, doorways, electrical and telephone outlets, and other facilities. Facility Manager may review real estate contracts for compliance with government specifications and suitability for occupancy of employing agency. They may direct workers engaged in moving furniture and equipment and preparing facilities for occupancy

ON-THE-JOB TRAINING	APPROX. HOURS
1. Determine Reliability of real estate facilities	200
2. Assure airfield, utility and building systems are operated in accordance with (IAW) design intent and Manufacturers Recommendations	200
3. Oversee installation of specialized facilities (250-400,000) square feet	800
a. Central steam plants	
b. Central air conditioning systems	
c. Specialized water treatment units	
d. Sewage treatment systems	
e. Petroleum Oil and Lubricants (POL) storage and dispensing systems	
f. Primary and secondary electrical distribution systems	
g. Remote sites (Firing range, Combat Communications Units, Engineering and Installation (E.I) units or other such sites)	
4. Provide housekeeping and custodial services	100
5. Execute planned inspections to identify work requirements	100
6. Set up and implement recurring maintenance program	200
7. Manage utilization for personnel in support of tasks	100
8. Serve as Civil Engineering Funds Manager	150
9. Perform analysis to determine maintenance, repair, or other projects to be accomplished	125

ON-THE-JOB TRAINING	APPROX. HOURS
10. Develop and be responsible for emergency contingency plans	125
11. Perform inspection of minor construction projects	200
12. Perform surveillance of construction and alteration projects	200
13. Provide briefings to appropriate supervisors	100
14. Provide supervision of personnel:	200
a. Work Control Technician	
b. Training Technician	
c. Power Support Systems Mechanic	
d. Operation and Maintenance (O&M)	
15. Operations and Maintenance	625
a. Prime Beef or contractor furnished specialists	
b. Analyze functions to be accomplished	
c. Prepare pre-construction details and specifications	
d. Coordinate construction requirements	
e. Schedule O&M funding activities	
16. Execute airfield pavement maintenance, determines pavement condition and required work	500
17. Establish a "Building Manager" program	100
TOTAL HOURS:	4000

SUGGESTED RELATED INSTRUCTION	APPROXIMATE HOURS
Air National Guard/Civil Engineer, Engineer Section (ANG/CEC) Facility Managers Course	40
Facilities Management	6
National Guard Bureau Cooperative Agreement Programs- Basic	24
Delivery Order Contract Estimating	40
Basic Quality Awareness Training	24
Quality Air Force Assessment Course	16
Liquid Fuels Maintenance Training Course	24
Logistics Management College	8
Advance Aircraft Arresting Systems Course	24
Managing Multiple Projects, Objectives & Deadlines	76
Advance Supervisor's Training Course	24
ACES Program Management Module, Session APM 200 01O/P	96
Air Force Civil Engineering Financial Managers	32
USAF/ACC Anti-terrorism Force Protection Course	40
Diversity Training	8
TOTAL HOURS:	482