

Facilities

Job Classification

Facilities I

Facilities II

Facilities III

Facilities IV

Pay Grade

5

6

9

10

Education/Experience Requirements

High school diploma

Associate's Degree or completion of 18-month technical specialty program

Bachelor's Degree or completion of comparable specialty program

Master's Degree in relevant field

Common Activities

Supervises daily maintenance and operation of defined University area

Serves as a liaison for staff personnel to obtain plant services

Submit appropriate forms and requests (i.e. daily logs, supply)

Supervises proper operation and care of equipment and materials

Coordinates a full range of custodial and maintenance services

Schedules and dispatches craft and maintenance personnel

Prepares labor and materials cost estimates

Assign daily job tasks and serve as liaison for staff personnel

Oversees activities and plans work of a work group

Serves as project manager and establishes estimates and schedules

Meets with users to determine needs, schedules, and budgets

Provides architectural and engineering assistance

Manages a major administrative unit

Negotiates with architect and contractor, modifies plans, authorizes payments, and assures quality of standards

Prepare or supervises preparation of contract documents

Oversees routine maintenance, renovations, and special projects

Organizational Impact

The results of actions may have a measurable impact on a department's operations. Individuals' actions are limited to a single work area and may affect the overall finances of that area.

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The results of actions may have a significant impact on the operations of the work group.

The results of actions and decisions may have a significant impact on substantial segments of the University's operations or finances.

Problem Solving

Required to have an understanding of practices and procedures. Resolves unique problems by collecting and interpreting information. Solutions may include modifying procedures and methods to address new conditions. Receives advice and input as needed from supervisor.

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The job consists of broad responsibilities requiring the application of policies to dynamic and complex conditions. Problems generally require significant analysis and judgment. Solutions may include adapting existing practices and systems to address unique situations.

The job consists of major organizational accountabilities requiring the formulation of new approaches. Problems have broad University implications and require significant inductive thinking. Solutions may establish new policy direction. Independently establishes goals and objectives for higher level review.

Supervision

Supervision, training, work assignment, and review, for various personnel actions for non-exempt employees.

Interviewing, orientation, training, work assignment and review, input into performance appraisal for temporary employees, students, volunteers, and non-exempt employees.

Selection and hiring, staff development, work planning, performance management and responsibility for initiating various personnel actions for exempt and non-exempt employees.

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Contact Level

Interacts with various levels within or outside the University. This interaction may include interpreting and explaining ideas and concepts, as well as solving problems and coordinating projects.

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Handles difficult and complex situations with tact and diplomacy to maintain a service oriented environment. Interaction is across all levels of University and outside public.

Financial Budget

Compiles and tabulates budgetary data, calculates figures and checks for accuracy. Authorized to sign for materials.

Analyzes budgetary data, verifies figures, identifies/discusses questions or discrepancies, and compares budget proposals with previous years' budgets, grant money, gifts etc. Monitors expenditures against budget, prepares necessary documentation for supervisory review/approval, authorizes requisitions for storeroom supplies, petty cash, limited non-capital purchases, etc.

Prepares and monitors budget, analyzes requisitions for conformance to budget, and compliance with specific requirements (such as for grants, gifts, gov. regulations) and recommends for approval.

Directs preparation of budget with near total responsibility for planning, forecasting and approval. Authorizes and approves purchases requisitions and reimbursements.