

Job Template: Facilities Professional

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Professional
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: F30000

P3: Level Standards

GENERAL ROLE

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

- Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
- Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under limited supervision.

→ *Context of Decisions*

- Utilizes general departmental guidelines to develop resolutions outside the standard practice.

→ *Job Controls*

- Possesses considerable freedom from technical and administrative oversight while the work is in progress.
- Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
- Serves as the advanced resource to whom more junior employees go to for technical guidance.

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COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Handles a variety of work situations that are cyclical in character, with occasionally complex situations.
- Issues are regularly varied.
- Problems tend to be technical or programmatic in nature.

→ *Course of Resolution*

- Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience.

→ *Measure of Creativity*

- Issues are solvable through deep technical know-how and imaginative workarounds.
- Most of the obstacles, issues, or concerns encountered require considering alternative practice or policy interpretation.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Regularly provides information on finished materials to others.

SCOPE AND MEASURABLE EFFECT

- Actions regularly affect an individual, item, event, or incident, etc.
- Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
- Incumbents have an indirect impact on a larger action or process, such as serving as a single component in an approval process, where the process is “owned” by a different work unit.
- May be designated to guide or organize the work of several employees within the unit.

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Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Professional
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: F30000

Job Template

GENERAL SUMMARY

Serves as a liaison between University departments, staff, faculty, facilities, and other internal and/or external parties. Assists with planning, designing, and managing University construction, renovation, and/or other projects. Serves as a project manager. May oversee classified and professional staff.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under limited supervision of a supervisor, manager, or director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Directs or oversees design of building systems/equipment and other projects required to renovate existing or develop new facilities or systems.
- Conducts building asset inspections and oversees maintenance, repairs, installations, and replacements as needed.
- Prepares or oversees the production of drawings and other documents for University and/or external contractors related to University construction projects.
- Serves as project manager and departmental liaison for specific projects.
- Responsible for monitoring and inspecting projects performed on University property to ensure contracted work is in compliance with contract terms and obligations.
- Provides analyses of physical planning, environment consumption, and financial issues and prepares University Capital Budget documentation.
- Consults with and provides technical support to University personnel to determine physical facility requirements for activities and prepares Project Planning Guides.
- Obtains and maintains documentation of building assets and the condition of assets. Assesses conditions of assets through inspection and testing equipment, products, and services to ensure quality and performance.
- Lead student employees and staff as assigned.
- Performs related work as required.

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Occupational Group	Institutional Operations
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Job Category: P	Job Level: 3
FLSA Status: E	Job Code: F30000

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Four to five years of related experience.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

COMPETENCIES

Knowledge of:

- Building systems
- Industry management best practices
- Financial and budget management
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Document preparation and presentation
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Maintain records, timelines, and projected plans
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Meet established deadlines and manage multiple projects simultaneously
- Administer vendor contracts and perform quality checks
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

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Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Professional
Job Category: P	Job Level: 3
FLSA Status: E	Job Code: F30000

PHYSICAL REQUIREMENTS

Incumbents must be able to climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time. Incumbents must possess the ability to perform the required duties set forth above and may be required to wear personal protective equipment (PPE) when necessary. Incumbents may be required to complete a pre-employment physical.

Job Template: Facilities Manager 1

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 1
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: F30001

M5: Level Standards

GENERAL ROLE

This level is the first with the primary function of managing employees. Incumbents may initiate and communicate a variety of staffing actions.

Oversees the day-to-day operations of a group of employees. Responsible for training and development of subordinate staff, estimating staffing needs, assigning work, meeting completion dates, and interpreting and ensuring consistent application of organizational policies. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

- Alter the order in which work or a procedure is performed.
- Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure.
- Distribute work and monitor workload among staff.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by office/departmental policy and procedures.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, including the oversight of staff.
- Has the latitude to make daily operational decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

- Issues tend to be operational in nature.

Job Template: Facilities Manager 1

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 1
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: F30001

→ *Course of Resolution*

- Identifies issues and gathers facts.
Understands the smallest details of an assigned area.

→ *Measure of Creativity*

- Problems can be resolved within provided guidelines.
- Problems are not amenable to strict technical resolution, requiring innovative thinking.

COMMUNICATION EXPECTATIONS

→ *Manner of Delivery and Content*

- Diplomatically and effectively deliver information difficult to understand or in contrast with a student or customer's views.

SCOPE AND MEASURABLE EFFECT

Incumbents:

- Manage a small homogenous department.
OR
- Manage a larger process-oriented area whose members perform like activities.
 - Actions regularly affect a department or a project outcome with office/programmatic impact.
 - Actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services.
 - Performance results tend to relate to efficiency, fiscal practices and standing, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Facilities Manager 1

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 1
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: F30001

Job Template

GENERAL SUMMARY

Oversees maintenance and housekeeping programs, renovations, programmatic initiatives, and other maintenance programs for the University of Connecticut.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a manager. Manages the day-to-day operations and a group of employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Oversees the work of assigned personnel, including assigning and reviewing work, providing guidance, prioritizing and conducting performance evaluations.
- Serves as initial point of contact for building occupants for routine and emergency maintenance and repair requests.
- Oversees regular maintenance and repair of building utility systems such as heating, ventilation, plumbing, and for regular structural maintenance.
- Designs, plans, or assists in planning renovation/modification projects to meet specific department or research needs or to correct building problems, requiring an understanding of structural design and department needs.
- Provides expertise and makes recommendations regarding feasibility and cost effectiveness of requested renovations or modifications.
- Monitors condition of buildings and develops schedule for routine maintenance. Ensures building security.
- Oversees the work of vendors and contractors by maintaining standing orders and managing professional relationships.
- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.

Job Template: Facilities Manager 1

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 1
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: F30001

- Five or more years of related experience.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

COMPETENCIES

Knowledge of:

- Principles and practices of employee supervision
- Building materials and methods
- Facilities management and operations
- Structural design
- Safety regulations
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Manage and monitor budget
- Develop work schedules and maintenance plans
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Write and implement plans and procedures
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

PHYSICAL REQUIREMENTS

Job Template: Facilities Manager 1

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 1
Job Category: M	Job Level: 5
FLSA Status: E	Job Code: F30001

Incumbents must be able to climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time. Incumbents must possess the ability to perform the required duties set forth above and may be required to wear personal protective equipment (PPE) when necessary. Incumbents may be required to complete a pre-employment physical.

Job Template: Facilities Manager 2

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 2
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F30002

M6: Level Standards

GENERAL ROLE

This level is accountable for providing supervision of a small to moderate sized office or department charged with providing a variety of cross-disciplinary services. Incumbents should generally have oversight of professional and non-professional staff, as well as business and/or administrative operations. These positions do not exclusively serve as the supervisory level to only student employees

Incumbents:

- Modify practices and procedures to improve efficiency and quality of services delivered by subordinate staff
- Ensures policies and procedures are followed and functions are carried out efficiently and correctly
- Accountable for setting goals and objectives for staff members to achieve operational objectives and service standards
- Distribute work and monitor workload among staff
- Evaluate and monitor the accuracy, quality, quantity, and timeliness of services and activities
- May develop/enhance processes and procedures to improve efficiency or effectiveness of services, as a means to fulfill departmental or office initiatives

DECISION MAKING

→ *Supervision Received*

- Works under direction
- Seeks supervisory approvals when significant changes to process steps are considered and additional resources for task completion are required

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures
- Incumbents understand the smallest details of a circumscribed area

→ *Job Controls*

- Freedom to plan and carry out all phases of work assignments, which include the oversight of staff

Job Template: Facilities Manager 2

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 2
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F30002

- Given the latitude to make daily operational decisions

COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms
- Variables affecting the problem are generally known

→ Course of Resolution

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommend, develop, and implement capital and process improvements to the area

→ Measure of Creativity

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

SCOPE AND MEASURABLE EFFECT

- Incumbents serve as a supervisor of a moderate sized department or office charged with carrying out cross-disciplinary tasks or functions
- Actions regularly affect a department or an office centric outcome with departmental impact
- Incumbents' actions generally have a direct impact on controlling such things as staff size and nature of work and scope of services
- Incumbents' actions may have high compliance or safety implications
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Facilities Manager 2

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 2
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F30002

Job Template

GENERAL SUMMARY

Manages maintenance services, facility improvements, utilities and other building projects for the University.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a manager. Manages professional and non-professional staff of a moderate sized unit providing maintenance services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Manages the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Serves as liaison with University and State officials on utility or maintenance issues.
- Initiates maintenance repairs and improvements based on analysis of cost effectiveness and serviceability of changes. Presents proposals for major changes and purchases materials.
- Provides technical support to executives and other administrators of the University with regard to short and long-term planning and special projects to meet scientific and educational needs, campus facility improvement, and renovation.
- Ensures compliance with Federal and State regulations.
- Collaborates with consultants on various University construction, engineering, and renovation projects and code issues.
- Prepares, monitors, and maintains department budget. Monitors and approves expenditures.
- Plans, directs, and facilitates meetings with facility leadership and management regarding the prioritization of planned work and on-going execution of work.
- Maintains and executes service, maintenance, and improvement contracts.
- Performs related work as required.

Job Template: Facilities Manager 2

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 2
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F30002

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Seven years of related experience. One year of experience must be: (1) overseeing large projects OR (2) serving as a senior team member regularly performing the most advanced tasks of the work unit and other team members.

OR

- An advanced degree in related field.
- Five years of related experience. One year of experience must be: (1) overseeing large projects OR (2) serving as a senior team member regularly performing the most advanced tasks of the work unit and other team members.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

COMPETENCIES

Knowledge of:

- Principles and practices of employee supervision
- Facilities, including mechanical and electrical systems
- Preventative maintenance planning requirements
- Building code requirements and OSHA standards
- Principles and practices of budget management
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Communicate effectively through both oral and written means

Job Template: Facilities Manager 2

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 2
Job Category: M	Job Level: 6
FLSA Status: E	Job Code: F30002

- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Troubleshoot building systems and distribution electrical systems
- Prioritize assets and maintenance tasks
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

PHYSICAL REQUIREMENTS

Incumbents must be able to climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time. Incumbents must possess the ability to perform the required duties set forth above and may be required to wear personal protective equipment (PPE) when necessary. Incumbents may be required to complete a pre-employment physical.

Job Template: Senior Facilities Professional

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Senior Facilities Professional
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F30003

P6: Level Standards

GENERAL ROLE

This level is accountable for serving in a highly advanced capacity in an area of specialization. The advanced resource capacity must be distinct from the regular or most common provision of work within the area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most advanced functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Set goals and objectives for team members to meet project initiatives and standards.
- Distribute project work.
- Evaluate and monitor the accuracy, quality, quantity, and timeliness to meet project milestones and objects.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under direction.
- Seeks approvals when significant changes to process steps are considered and additional resources for task completion are required.

→ *Context of Decisions*

- Decisions are driven by departmental policy and procedures.
- Incumbents understand the smallest details of an assigned area.

→ *Job Controls*

- Free to plan and carry out all phases of work assignments, including the oversight of project staff.
- Has the latitude to make daily operational project decisions.

COMPLEXITY AND PROBLEM SOLVING

→ *Range of issues*

Job Template: Senior Facilities Professional

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Senior Facilities Professional
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F30003

- Issues are readily identified but cannot be understood and fixed in simple cause-effect terms.
- Variables affecting the problem are generally known.

→ Course of Resolution

- Utilizing an understanding of best practices and the way similar units run elsewhere, convincingly recommends, develops, and implements capital and process improvements to the area.

→ Measure of Creativity

- Problems require integrative solutions such as how technologies, processes, resources, and people all fit together

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

SCOPE AND MEASURABLE EFFECT

- Serve as a lead over major projects within a specific administrative/programmatic function or specialty area requiring specialized education.
- Actions regularly affect a department or an office-centric outcome with departmental impact.
- Actions generally have a direct impact on controlling such things as nature of work and scope of services.
- Actions may have high-risk financial, compliance, political or safety implications.
- Performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Senior Facilities Professional

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Senior Facilities Professional
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F30003

Job Template

GENERAL SUMMARY

Manages multiple construction and renovation capital projects. Ensures project scope, design, schedule and budget are being adhered to and adjusted when necessary to meet university requirements.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under general direction of a manager. Serves in a highly advanced capacity in the architectural management area of specialization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Prepares designs, plans, estimates, and specifications of projects within specialty area relative to building construction, renovations, and alterations.
- Provides general support in specialty area regarding systems, systems performance, and code compliance matters for assigned projects and ensures Federal and State regulatory compliance.
- Oversees, analyzes, and interprets reports and test results to ensure contract work is in compliance with design recommendations.
- Serves as a resource in matters regarding project scope, design, planning, budget, and cost analysis, and regulatory compliance issues.
- Facilitates, coordinates, and leads project specific meetings. Interprets building needs and communicates design priorities.
- Reviews construction estimates and creates and maintains project budget sheets. Ensures compliance with established construction budget.
- Conducts research and analysis to develop plans and technical reports. Reviews and interprets technical, environmental, economic, and legal information.
- Maintains current knowledge and professional expertise through review of professional journals, memberships with state, national and professional organizations, attendance at meetings, conferences and seminars, and other professional activities related to professional development.

Job Template: Senior Facilities Professional

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Senior Facilities Professional
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F30003

- Performs related work as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Seven years of related experience. One year of experience must be: (1) overseeing large projects OR (2) serving as a senior team member regularly performing the most advanced tasks of the work unit and other team members.
- Professional registration and/or required licenses and/or certifications in the appropriate discipline may be required.

OR

- An advanced degree in related field.
- Five years of related experience. One year of experience must be: (1) overseeing large projects OR (2) serving as a senior team member regularly performing the most advanced tasks of the work unit and other team members.
- Professional registration and/or required licenses and/or certifications in the appropriate discipline may be required.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

COMPETENCIES

Knowledge of:

- Electrical engineering of building systems
- Project and construction management
- Building and professional codes
- Designing and building capital projects
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships

Job Template: Senior Facilities Professional

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Senior Facilities Professional
Job Category: P	Job Level: 6
FLSA Status: E	Job Code: F30003

- Critical thinking, problem solving and analysis

Ability to:

- Maintains records and produce complex reports
- Design and interpret blueprints and specifications
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Design specifications, drawings, details, and shop records
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

PHYSICAL REQUIREMENTS

Incumbents must be able to climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time. Incumbents must possess the ability to perform the required duties set forth above and may be required to wear personal protective equipment (PPE) when necessary. Incumbents may be required to complete a pre-employment physical.

Job Template: Facilities Manager 3

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 3
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: F30004

M7: Level Standards

GENERAL ROLE

This level is accountable for providing management of a moderate- to notably-sized department charged with providing a variety of cross-disciplinary services. Incumbents should have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

- Modify practices and procedures to improve efficiency and quality of service delivered by subordinate staff.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities for subordinate staff, as needed.
- Set staff objectives, immediate- and/or long-term, as a means to fulfill departmental or division initiatives.
- Provide analytical, technical, and advisory support to more senior members within the same disciplinary track
- May determine how to achieve directives set by directors, at a department level.

INDEPENDENCE AND DECISION-MAKING

→ *Supervision Received*

- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division, and political consequence.

→ *Context of Decisions*

- Work is focused on and regulated by specific division goals and milestones.

→ *Job Controls*

Job Template: Facilities Manager 3

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 3
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: F30004

- Incumbents act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the division and departmental objectives.
- Subject to managerial controls through conferences, review of reports, and occasional departmental visits.
- Managerial controls are exercised on incumbents for matters of policy development and coordination, intermediate- and long-range planning, budgetary, and human resources based matters.

COMPLEXITY AND PROBLEM SOLVING

→ Range of issues

- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent or policy at a division or University level.

→ Course of Resolution

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches.
- Problem resolution should frequently require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

→ Measure of Creativity

- Incumbents are required to develop new policy for approval and conceptualize an implementation plan for new procedures or processes due to the new policy.

COMMUNICATION EXPECTATIONS

→ Manner of Delivery and Content

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

SCOPE AND MEASURABLE EFFECT

Job Template: Facilities Manager 3

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 3
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: F30004

- Manage a department of notable size, complexity, and significance that, in part, directly affects how well the organization to which the department belongs operates.
- Actions regularly affect a department or a project outcome with division-wide impact.
- Actions generally have a direct impact on controlling such things as program scope, staff size and nature of work, scope of services, operating budget, etc.
- Actions may have high-risk financial, compliance, political or safety implications.
- Performance results tend to related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

Job Template: Facilities Manager 3

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 3
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: F30004

Job Template

GENERAL SUMMARY

Manages teams and staff involved in maintenance services and operations, improvement, utilities and other building projects for the University.

REPORTING RELATIONSHIPS AND TEAMWORK

Works under the general direction of a Director. Manages professional and non-professional staff engaged in providing University-wide maintenance and operational services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.

- Manages assigned work units to include managers and staff; reviews work, fosters professional development, and conducts performance evaluations.
- Serves as a primary resource to University and State officials in the work unit's area of specialization.
- Initiates improvements and/or renovations based on analysis of cost effectiveness and serviceability of changes. Presents proposals for major changes and purchases materials. Manages teams to implement improvements.
- Provides guidance and technical support to executives and other administrators of the University with regard to short and long-term planning and special projects to meet scientific and educational needs, campus facility improvement, and renovation.
- Ensures compliance with Federal and State regulations.
- Collaborates with consultants on various University construction, engineering, and renovation projects and code issues.
- Approves the department budget. Monitors and approves expenditures.
- Plans, directs, and facilitates meetings with facility leadership and management regarding the prioritization of planned work and on-going execution of work.
- Negotiates and executes service, maintenance, and capital improvement contracts.
- Performs related work as required.

Job Template: Facilities Manager 3

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 3
Job Category: M	Job Level: 7
FLSA Status: E	Job Code: F30004

MINIMUM QUALIFICATIONS

- Bachelor's degree in related field.
- Eight years of related experience. One year of experience must be: (1) serving as a manager of a moderate sized department or unit.

OR

- An advanced degree in related field.
- Five years of related experience. One year of experience must be: (1) serving as a manager of a moderate sized department or unit.

An equivalent combination of education and/or experience may be substituted for the degree and years requirement.

COMPETENCIES

Knowledge of:

- Principles and practices of employee supervision
- Facilities, including mechanical and electrical systems
- Preventative maintenance planning requirements
- Building code requirements and OSHA standards
- Principles and practices of budget management
- Microsoft Office and related software applications

Skill in:

- Planning and organization
- Troubleshooting
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

Ability to:

- Communicate effectively through both oral and written means

Job Template: Facilities Manager 3

Occupational Group	Institutional Operations
Job Family	Facilities Management
Job Path	Facilities
Job Title	Facilities Manager 3
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- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Troubleshoot building systems and distribution electrical systems
- Prioritize assets and maintenance tasks
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

PHYSICAL REQUIREMENTS

Incumbents must be able to climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time. Incumbents must possess the ability to perform the required duties set forth above and may be required to wear personal protective equipment (PPE) when necessary. Incumbents may be required to complete a pre-employment physical.