

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: FACILITIES MANAGEMENT Level B, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for managing building services and operations for one or more multi-purpose facilities (including research, teaching, administrative, recreational, and/or event venues) as well as adjacent landscape and grounds.
TYPICAL RESPONSIBILITIES	May include: managing building services and operations for one or more multi-purpose facilities (including research, teaching, administrative, recreational, and/or event venues) as well as adjacent landscape and grounds; supervising, assigning and advising technical staff; developing and implementing policies, procedures and protocols appropriate to property management, facility functions and physical resource maintenance; and participating in the preparation and maintenance of budgets.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions and recommendations on all aspects of assigned responsibilities.
SUPERVISION RECEIVED	Works under established guidelines and policies, receiving directives on matters deviating from normal policy.
SUPERVISION EXERCISED	Assigns and directs work, advises on technical problems. Reviews work for technical accuracy and adequacy.
MINIMUM QUALIFICATIONS	Journeyman certification in an appropriate trade. Minimum of three years of related experience, or an equivalent combination of education and experience.

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