

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: FACILITIES MANAGEMENT Level F, Pay Grade 12

LEVEL DEFINITION	This level covers positions responsible for designing, developing and/or modifying new or existing processes or structures; ensuring the design of new buildings meets University standards and requirements; providing professional consultation to projects.
TYPICAL RESPONSIBILITIES	May include: designing, developing and/or modifying new or existing processes or structures; reviewing external design proposals for logistics, practicality and design suitability; preparing needs assessments, operational plans, designs and specifications; allocating personnel, equipment and funds and controlling project expenditures; liaising with municipal, regional, provincial and federal authorities on Code matters that affect systems and services; developing strategies for establishing policies and procedures in lieu of by-laws or to support change initiatives; investigating malfunctions, defects, and needs and recommending or taking corrective action; reviewing programs and identifying barriers to operational efficiencies.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Recommendations and decisions affect financial expenditures that contribute to the physical image of the University.
SUPERVISION RECEIVED	Works independently within plans and objectives; work is reviewed against objectives.
SUPERVISION EXERCISED	Manages support staff, professionals, consultants and contractors.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Minimum of seven years of related experience including experience in related technical fields, project coordination and cost control, or the equivalent combination of education and experience.