

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: FACILITIES MANAGEMENT Level G, Pay Grade 13

LEVEL DEFINITION	This level covers positions responsible for providing consulting for the planning and development of major alterations to campus facilities; or positions overseeing the operation and maintenance of University services, facilities and utility systems requiring compliance with a discipline's acts and regulations.
TYPICAL RESPONSIBILITIES	May include: providing consulting for the planning and development of major alterations to campus facilities; overseeing the operation and maintenance of University services, facilities and utility systems requiring compliance with a discipline's acts and regulations; preparing feasibility studies and cost estimates; managing and coordinating facility and maintenance plans; leading and directing the preparation of Standard Operating Procedures to ensure compliance; representing supervisor on various internal committees and when dealing with outside consulting services; developing guidelines and/or recommending changes to the campus master physical plan and grounds improvement plan; maintaining cost analysis of campus buildings.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Recommendations and decisions relating to the discipline improve the design and use of buildings and facilities.
SUPERVISION RECEIVED	Works independently within broad directives and within the act and regulations of the discipline; work is subject to general review.
SUPERVISION EXERCISED	Manages support staff, professionals, consultants and contractors and provides technical guidance for the completion of specific assignments.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Minimum of eight years of related architectural and planning experience including experience with major construction or renovation projects, or the equivalent combination of education and experience.