## Facilities Job Function

### Facilities Management Job Family

<table>
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<tr>
<th>Level</th>
<th>Function/ Roles</th>
<th>Experience/ Education (Minimum Required)</th>
<th>Typical Duties and Responsibilities (Cumulative from level to level in each job family)</th>
<th>Impact/Scope</th>
<th>Supervision</th>
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| 56E   | Facilities Manager II | Bachelor’s degree or equivalent experience in facilities planning preferred 3+ years of relevant experience | • Manages the daily operations, maintenance and tenant relations  
• Responsible for regulatory and building code compliance  
• Responsible for emergency repair service | IMPACT  
Moderate impact on operations, resources, or University’s reputation  
SCOPE  
Provides comprehensive facilities management for multiple buildings and/or a large complex building | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.  
GIVEN  
Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. | RECEIVED  
Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.  
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Supervises:  
Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions. |

### NOTE:

1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed.
2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
3) $E = \text{exempt, } N = \text{non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion}$