## Facilities Job Function

### Utility Services Job Family

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<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>
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| 58E   | Inspector Manager | Bachelor’s degree or equivalent  
7+ years of relevant experience  
Massachusetts Master’s Trade License required in applicable field | • Responsible for all compliance including the management, development and maintenance of services  
• Responsible for the overall coordination between the University and the Cities of Cambridge and Boston on utility issues or projects and inspections.  
• Primary administrator of all safety inspections  
• Performs civil and environmental engineering design review on projects | IMPACT  
Significant impact on operations, resources, or University’s reputation  
SCOPE  
Typically manages the inspection services for all University facilities within a discipline | RECEIVED  
Under Limited Direction: Within this job, the incumbent performs regular assignments using own judgment. Determines methods and procedures on new projects. Held accountable for end results. Responsible for determining when supervisor or others should be consulted. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are occasionally reviewed upon completion.  
GIVEN  
Manages: Manages people and policies, allocates personnel and resources for given projects, full hire/fire authority, has primary responsibility for performance management and career development of employees, sets policy/standards within an area. |