

Facilities Job Function

Facilities Management Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
55E	Facilities Manager I	Bachelor's degree or equivalent experience in facilities planning preferred 2+ years of relevant experience	<ul style="list-style-type: none"> • Manages the activities involved in the maintenance of facilities and equipment • Responsible for building operations, including structural maintenance • Responsible for regulatory and building code compliance • Manages the activities involved in the design and renovation projects for a facility • Acts as liaison with Physical Resources on capital projects • Develops and manages budget and inventory systems • Prepares related cost estimates • Initiates and authorizes repairs or replacements • On-call for building emergencies 	<p>IMPACT Some impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive facilities management for a building(s)</p>	<p>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.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

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 = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion