

## Facilities Job Function

### Utility Services 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
58E	Inspector Manager	<p>Bachelor's degree or equivalent</p> <p>7+ years of relevant experience</p> <p>Massachusetts Master's Trade License required in applicable field</p>	<ul style="list-style-type: none"> <li>• Responsible for all compliance including the management, development and maintenance of services</li> <li>• Responsible for the overall coordination between the University and the Cities of Cambridge and Boston on utility issues or projects and inspections.</li> <li>• Primary administrator of all safety inspections</li> <li>• Performs civil and environmental engineering design review on projects</li> </ul>	<p><b>IMPACT</b> Significant impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Typically manages the inspection services for all University facilities within a discipline</p>	<p><b>RECEIVED</b> <b>Under Limited Direction:</b> 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.</p> <p><b>GIVEN</b> <b>Manages:</b> 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.</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