

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
57E	Facilities Manager III	Bachelor's degree 5+ years of relevant facilities planning experience Supervisory experience required	<ul style="list-style-type: none"> • Responsible for management of operation, maintenance and upgrades of multiple buildings • Establishes and implements all programs that ensure proper operations and maintenance of facilities, including custodial programs • Maintains all building facilities, grounds and systems, including all alarm systems • Manages vendors and service contracts • Responsible for staff training on regulatory compliance 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides advanced facilities management services for multiple large buildings</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