

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
58E	Facilities Manager IV	Bachelor's degree Master's degree preferred 7+ years of relevant facilities planning experience Management experience required	<ul style="list-style-type: none"> • Provides overall strategic direction for the operations, maintenance, renovation and repair of large and/or complex facilities • Ensures that outside contractor perform all scheduled and emergency facility repairs or modifications according to contractual agreements • Responsible for space planning • Responsible for energy management • Manages the facilities related budget(s) 	<p>IMPACT Significant impact on operations, resources, or University's reputation</p> <p>SCOPE Typically manages the facilities management function for a medium to large sized area through subordinate supervisors</p>	<p>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.</p> <p>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.</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