

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: FACILITIES MANAGEMENT Level A, Pay Grade 6

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| LEVEL DEFINITION | This level covers positions responsible for managing building services for a building complex, or a group of buildings of similar size and complexity as well as adjacent landscape and grounds. |
| TYPICAL RESPONSIBILITIES | May include: managing general building services for a building complex, or a group of buildings of similar size and complexity as well as adjacent landscape and grounds; supervising, coordinating and scheduling small numbers of subordinate supervisors and staff involved in custodial/housekeeping services; liaising with users to receive and resolve complaints; coordinating work of external service providers and ensuring completion in accordance with requirements and specifications, safety and environmental regulations, and risk management protocols; and identifying and recommending improvements on equipment, products, materials and furnishings. |
| DECISION MAKING /LEVEL OF ACCOUNTABILITY | Makes decisions and recommendations on all aspects of assigned responsibilities. |
| SUPERVISION RECEIVED | Works under general direction within established policies and procedures. Assignments are reviewed for conformity to established objectives and standards. |
| SUPERVISION EXERCISED | Assigns and directs work. Reviews work for conformity to pre-determined standards. |
| MINIMUM QUALIFICATIONS | Technical School Diploma in Housekeeping Management. Minimum of two years of related experience, or an equivalent combination of education and experience. |