

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: FACILITIES MANAGEMENT Level D, Pay Grade 9

LEVEL DEFINITION	This level covers positions responsible performing design and coordination work related to the planning, design, construction, modification, or maintenance of facilities, structures or other physical systems.
TYPICAL RESPONSIBILITIES	May include: performing design and coordination work related to the planning, design, construction, modification, or maintenance of buildings, structures or other physical systems; documenting the scope of work and overseeing preparation of related specifications; preparing budget and tender documents; providing planning and design information to professional staff; managing community building and space initiatives; developing strategies to ensure optimum utilization of learning and research space; participating in development and implementation of strategic planning overviews; acting as representative on municipal and regional steering committees; writing communications related to plan and space use.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Recommendations and decisions affect financial expenditures that contribute to the physical image of the University.
SUPERVISION RECEIVED	Works to broad directives and established policies: work is reviewed for impingement on other units and achievement of objectives.
SUPERVISION EXERCISED	Manages students, support staff, professional staff, consultants and contractors.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of five years of related experience or the equivalent combination of education and experience.