

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: FACILITIES MANAGEMENT Level E, Pay Grade 10

<b>LEVEL DEFINITION</b>	This level covers positions responsible for planning and managing a variety of assigned purpose based contacts and capital projects; or positions providing facility, engineering and infrastructure support and management for a technical environment.
<b>TYPICAL RESPONSIBILITIES</b>	May include: planning and managing assigned purpose based contacts and capital projects; providing facility, engineering and infrastructure support and management for a technical environment; selecting, coordinating and monitoring the work of project teams; preparing plans for renovations to buildings or physical systems; developing and directing preventive or special maintenance programs; preparing work schedules and estimates of costs, monitoring costs, methods and procedures to comply with budgets, established standards and policies; investigating malfunctions and defects to initiate or recommend corrective action; preparing written reports and recommendations; liaising with senior professionals and University departments.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Recommendations and decisions affect the type and nature of physical and environmental changes made to buildings.
<b>SUPERVISION RECEIVED</b>	Works independently within policies and procedures of the profession; work is reviewed against determined goals.
<b>SUPERVISION EXERCISED</b>	Provides professional guidance to several technical groups; may supervise non-technical support staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Minimum of six years of related experience, or the equivalent combination of education and experience.