

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: FACILITIES MANAGEMENT Level G, Pay Grade 12

<b>LEVEL DEFINITION</b>	This level covers positions responsible for providing consulting for the planning and development of major alterations to campus facilities; or positions overseeing the operation and maintenance of University services, facilities and utility systems requiring compliance with a discipline's acts and regulations.
<b>TYPICAL RESPONSIBILITIES</b>	May include: providing consulting for the planning and development of major alterations to campus facilities; overseeing the operation and maintenance of University services, facilities and utility systems requiring compliance with a discipline's acts and regulations; preparing feasibility studies and cost estimates; managing and coordinating facility and maintenance plans; leading and directing the preparation of Standard Operating Procedures to ensure compliance; representing supervisor on various internal committees and when dealing with outside consulting services; developing guidelines and/or recommending changes to the campus master physical plan and grounds improvement plan; maintaining cost analysis of campus buildings.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Recommendations and decisions relating to the discipline improve the design and use of buildings and facilities.
<b>SUPERVISION RECEIVED</b>	Works independently within broad directives and within the act and regulations of the discipline; work is subject to general review.
<b>SUPERVISION EXERCISED</b>	Manages support staff, professionals, consultants and contractors and provides technical guidance for the completion of specific assignments.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Minimum of eight years of related architectural and planning experience including experience with major construction or renovation projects, or the equivalent combination of education and experience.