

# M&P OCCUPATIONAL GUIDELINE

## JOB FAMILY: FACILITIES MANAGEMENT Level I, Pay Grade 15

<b>LEVEL DEFINITION</b>	This level covers positions responsible for providing strategic leadership for engineering, planning, design and facility activities relating to the maintenance or operation of facilities, grounds, buildings, utilities and equipment.
<b>TYPICAL RESPONSIBILITIES</b>	May include: providing strategic leadership for engineering, planning, design and facility activities relating to the maintenance or operation of facilities, grounds, buildings, utilities and equipment; developing design guidelines and standards for new or renewed University facilities; developing medium to long range strategic and business plans; planning and allocating projects and department resources; identifying over or under expenditures and taking corrective action; inspecting or reviewing progress of all projects and activities; representing department on various committees; reviewing and approving estimates for all department activities.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Decisions affect the allocation of department resources and personnel to maintenance, operation, and design activities.
<b>SUPERVISION RECEIVED</b>	Works within senior administrative and policy guidelines to achieve overall objectives. Work is reviewed in terms of overall results on major projects and coordination of department activities with other departments in the division.
<b>SUPERVISION EXERCISED</b>	Manages activities through subordinate managers and professional staff.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Eligibility for membership in a professional Institute or Association. Minimum of ten years of related experience involving the management of professionals, or the equivalent combination of education and experience.