

FACILITIES MANAGER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
2379	Assistant Facilities Manager	03	172	6 mo.	06/30/07	Rev.
2378	Facilities Manager	03	172	12 mo.	06/30/07	Rev.

Promotional Line: 254

Series Narrative

Employees in this series are engaged in the management, operation, and security of university facilities.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Assistant Facilities Manager **2379**

Employees at this level are responsible for the effective management, operation, and security of a university facility. They work under general supervision from a designated administrator(s).

An Assistant Facilities Manager typically –

1. assists in planning, coordinating, and directing custodial, grounds, housekeeping, and food-service activities
2. assists in planning and coordinating the use of parking, lodging, dining-room, meeting, and classroom facilities
3. follows provisions for safety of university property, for securing records, cash, and documents, and for protection against fire for persons and property
4. assists in training and in establishing work schedules for nonacademic and/or student employees
5. arranges facilities for approved conferences, short courses, seminars, meetings, and gatherings
6. controls appointments and admission of visitors
7. handles guest registration and provides information
8. prepares annual or other periodic reports on operation of the university facility and assists with budget preparation
9. prepares requisitions for supplies, keeps receipts of goods and materials, and maintains inventory of university property
10. prepares recommendations for improvements of facilities necessary to maintain efficient operation
11. performs other related duties as assigned

Level II: Facilities Manager **2378**

Employees at this level are responsible for the effective management, operation, and security of a university facility. They work under administrative supervision from a designated administrator(s).

A Facilities Manager typically –

1. is responsible for the planning, coordination, and direction of custodial, grounds, housekeeping, and related activities
2. is responsible for planning and coordinating the use of the facilities
3. prepares recommendations for improvements of facilities necessary to maintain efficient operation
4. is responsible for the security and safety of assigned university facilities
5. prepares budget recommendations for maintaining and updating facilities
6. is responsible for the scheduling and assigning of events to particular rooms or areas
7. is responsible for annual or periodic reports on operation of the university facility
8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Assistant Facilities Manager

2379

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. As required by the facility to be served, **one year** of work experience in building maintenance, grounds maintenance, custodial or housekeeping operations, food service management, institutional or household management, or an appropriate combination of these

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. familiarity with building maintenance
2. working knowledge of custodial, rental, housekeeping, and food service operations

Level II: Facilities Manager

2378

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Three years of experience in building maintenance, custodial, housekeeping, and/or food service operations, one year of which included supervisory experience in one or more of the above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of custodial, grounds, and housekeeping operations