Positions in this job are primarily involved in the maintenance of buildings grounds and equipment. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact and complexity should be provided.

<table>
<thead>
<tr>
<th>Level</th>
<th>FC1</th>
<th>FC2</th>
<th>FC3</th>
<th>FC4</th>
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| **Level Overview** | N/A | • A facilities professional contributor without full authority to deviate from established protocols.  
 Has good grasp of professional principles and skills.  
 Knows and effectively uses fundamental concepts, practices, and procedures.  
 Work is of limited scope, typically on smaller, less complex projects/assignments or providing support for larger projects/assignments.  
 Assists in fact-finding.  
 Errors generally are limited to unit operations.  
 May be first line supervisors, often of support staff. | • Fully competent and productive professional contributor, working independently on progressively more complex projects/assignments.  
 The work may involve program ownership.  
 *This is intended by design to cover an extensive span of professional work.*  
 Responsibilities are of a professional or highly analytical nature.  
 Jobs may have significant technical requirements with a high level of accountability.  
 Errors may have impact beyond operations but normally are caught and/or corrected prior to significance impact.  
 May train and direct work of junior staff. | • Generally responsible for managing a department or major function within a department with staff responsibility.  
 ---OR---  
 Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project/process leadership.  
 *This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.*  
 Frequently contributes to management strategy.  
 Establishes priorities; assigns functions; maintains quality control.  
 Errors may have significant impact on operations and/or profits within the organization.  
 Provides total management and expert guidance to lower level staff. |
| **Decision Making** | | • Works in compliance with established procedures. Identifies and resolves readily identifiable problems.  
 Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance.  
 Nature of work requires supervision; exercises limited judgment.  
 Work typically involves regular process checks or review of output by a coworker and/or supervisor. | • Performs full range of professional level work that typically requires more complex and less clearly-defined issues.  
 Identifies problems then solutions then takes appropriate action to resolve.  
 Nature of work requires significant independence.  
 Receives guidance only on unusual, complex problems/issues.  
 Typically involves periodic review of output by supervisor/manager. | • Has latitude to make operational/procedural decisions within broadly defined parameters.  
 Decisions require a high level of judgment.  
 Guidance from higher management limited to expected outcomes.  
 Generally requires higher managerial approval for policy and/or fiscal variances. |
<table>
<thead>
<tr>
<th>Characteristic Duties</th>
<th>FC1</th>
<th>FC2</th>
<th>FC3</th>
<th>FC4</th>
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<td>• Coordinates the maintenance/repair of buildings, grounds, and equipment; ensures accurate and timely completion of facilities projects and repairs; prepares estimates, timeline projections and cost breakdown</td>
<td>• Coordinates operational aspects of a construction project; monitors progress and ensures adherence to time frames and costs.</td>
<td>• Manages a unit or department related to various facility operations, technical services or infrastructure needs.</td>
<td>• Manages and oversee progress of large construction projects; serves as liaison between shops, departments, and contractors.</td>
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<td>• Oversees the set-up and tear down for special events</td>
<td>• Serves as liaison among Physical Plant shops, campus departments, and contractors; completes and authorizes work change orders.</td>
<td>• Recommends modifications to design and configuration of facilities.</td>
<td>• Responsible for institution’s landscape and grounds program; plans and designs sites and landscapes; oversees landscaping design activities.</td>
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<td>• Researches and procures materials and equipment</td>
<td>• Assists in planning and designing elements of site and landscape improvements; develops and implements maintenance and care programs.</td>
<td>• Manages professional, technical and/or skilled craft workers.</td>
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<td>• Serves as contact person and coordinates responses to problems and emergencies</td>
<td>• Ensures compliance with university, state, and federal regulations.</td>
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<td>Minimum Education/Experience (or equiv)</td>
<td>• High school and 5 years experience.</td>
<td>• Bachelors and 2-5 years or high school and 10 years in relevant field.</td>
<td>• Bachelors and 5-8 years.</td>
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<td>Level</td>
<td>FC5</td>
<td>FC6</td>
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| **Level Overview** | • Typically manages multiple departments.  
   ---OR---  
   • Responsible for a large unit / dept or multiple functions with a mostly strategic focus.  
*Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.*  
• Determine organizational design.  
• Often makes final decisions on major in-sourcing / outsourcing.  
• Develops and manages strategic long range plans and budgets for functional areas or significant projects.  
• Analyzes the effectiveness of and establishes future direction for functional policies and programs.  
• Aligns policies, products, and development efforts with strategies.  
• Errors may have significant impact on operations and / or profits within the organization. | • Manages an unusually large university-wide, campus, or responsibility center function.  
---OR---  
• Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center.  
• Unusually heavy impact on financial and business results on a wide scale.  
• Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center.  
• Accountable for long term strategic and budgetary decisions.  
• Errors have significant impact on future operations of the organization/campus/university. |
| **Decision Making** | • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact.  
• Has latitude in decision making.  
• Decision making is based on the analysis of problems with little precedent. | • Decision latitude is wide, minimally constrained by university / campus policies. |
| **Characteristic Duties** | • Manages large facility related operations with multiple distinct units.  
• Develops strategic long term plans regarding campus infrastructure and capital improvement projects.  
• Manages professional staff groups that oversee significant numbers of skilled craft workers.  
• Oversees budgets for major projects. | • Serves as senior administrator in charge of construction, rehabilitation, energy management and maintenance of all physical plant facilities for a campus. |
| **Minimum Education/Experience (or equivalent)** | • Bachelors plus 5-8 years, with 3 years management experience. | • Bachelors and 10 years administrative experience. |