

Family: Facilities and Operations

Level: AM4

Position Profile Title: Manager 1-Fact/Ops Dept

Salary Grade	Minimum	Midpoint	Maximum
6	\$60,288	\$82,860	\$105,420

PROFILE SUMMARY:

Positions in this job profile manage the day-to-day operations of facilities/operations for a program, department, college, or school. They provide ideas and subject matter expertise while ensuring effective, efficient workflow and adherence to policy and standards. They may contribute to the development of the budget and are accountable for managing the budget and activities of staff.

DISTINGUISHING CHARACTERISTICS:

The distinguishing characteristic of the Manager 1-Fact/Ops Dept profile is the management of the day-to-day operations of facilities and operations for a department or college. Positions manage within a budget and provide supervision for employees carrying out the daily work.

PRIMARY POSITION RESPONSIBILITIES:

1. Develops, performs, and evaluates the preventive and reactive maintenance plans, including oversight and management of budget, equipment, and procedures that ensure efficiency, safety and quality standards.
2. Supervision of professional faculty and/or classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews
3. Maintains records and documentation relevant to maintenance functions such as; equipment inventory and replacement schedules, preventive maintenance schedules, health and safety inspections and accident reports.
4. Monitors and evaluates the performance of contracted vendors in regards to facility operations, maintenance, and construction.
5. Ensures compliance with University policies, state and federal laws and regulations, contractual agreements and industry standards.

PROBLEM-SOLVING AND DECISION-MAKING:

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions have major implications on the management and operations of an area within a department; job may contribute to important strategy, operations, and business decisions that affect the department.

Decisions impact:

- Department
- Direct Team
- Customers
- Vendors/Suppliers/Contractors

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ACCOUNTABILITY:

Results are defined by senior leadership, department/college and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow; although precedents may exist; supervisor/manager provides broad guidance and overall directions.

Supervises work of classified employees, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff.

RELATIONSHIPS WITH OTHERS:

Collaborates and interacts within the Dept/Unit, Inter-Departmentally, University Wide, and/or Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.

TYPICAL REQUIREMENTS:

Bachelor's degree in field related to assigned responsibilities or an equivalent combination of education and experience to perform the primary duties of the position.

3 years of experience in lead work or management and maintenance of facilities.

DISCLAIMER:

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.