**P3: Level Standards**

**GENERAL ROLE**

This level is accountable for directly providing service to any assigned work unit at the University. The service can focus on a single or a variety of job functions with varying degrees of independence. Positions at this level may supervise student or support employees.

Incumbents:

* Put into effect what is required by defined job duties and responsibilities following professional norms or established procedures and protocols for guidance.
* Alter the order in which work or a procedure is performed to improve efficiency and effectiveness.
* Recommend or implement modifications to practices and procedures to improve efficiency and quality, directly affecting the specific office operation or departmental procedure or practice.

**INDEPENDENCE AND DECISION-MAKING**

*🡪 Supervision Receive*d

* Works under limited supervision.

*🡪 Context of Decisions*

* Utilizes general departmental guidelines to develop resolutions outside the standard practice.

*🡪 Job Controls*

* Possesses considerable freedom from technical and administrative oversight while the work is in progress.
* Defines standard work tasks within departmental policies, practices, and procedures to achieve outcomes.
* Serves as the advanced resource to whom more junior employees go to for technical guidance.

**COMPLEXITY AND PROBLEM SOLVING**

*🡪 Range of issues*

* Handles a variety of work situations that are cyclical in character, with occasionally complex situations.
* Issues are regularly varied.
* Problems tend to be technical or programmatic in nature.

*🡪 Course of Resolution*

* Assesses a variety of situations, and develops resolutions through choosing among options based on past practice or experience.

*🡪 Measure of Creativity*

* Issues are solvable through deep technical know-how and imaginative workarounds.
* Most of the obstacles, issues, or concerns encountered require considering alternative practice or policy interpretation.

**COMMUNICATION EXPECTATIONS**

*🡪 Manner of Delivery and Content*

* Regularly provides information on finished materials to others.

**SCOPE AND MEASURABLE EFFECT**

* Actions regularly affect an individual, item, event, or incident, etc.
* Actions taken are generally done to meet reporting requirements or regulatory guidelines, or to satisfy internal checks and balances and/or existing standards.
* Incumbents have an indirect impact on a larger action or process, such as serving as a single component in an approval process, where the process is “owned” by a different work unit.
* May be designated to guide or organize the work of several employees within the unit.

**Job Template**

**GENERAL SUMMARY**

Serves as a liaison between University departments, staff, faculty, facilities, and other internal and/or external parties. Assists with planning, designing, and managing University construction, renovation, and/or other projects. Serves as a project manager. May oversee classified and professional staff.

**REPORTING RELATIONSHIPS AND TEAMWORK**

Works under limited supervision of a supervisor, manager, or director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

* Directs or oversees design of building systems/equipment and other projects required to renovate existing or develop new facilities or systems.
* Conducts building asset inspections and oversees maintenance, repairs, installations, and replacements as needed.
* Prepares or oversees the production of drawings and other documents for University and/or external contractors related to University construction projects.
* Serves as project manager and departmental liaison for specific projects.
* Responsible for monitoring and inspecting projects performed on University property to ensure contracted work is in compliance with contract terms and obligations.
* Provides analyses of physical planning, environment consumption, and financial issues and prepares University Capital Budget documentation.
* Consults with and provides technical support to University personnel to determine physical facility requirements for activities and prepares Project Planning Guides.
* Obtains and maintains documentation of building assets and the condition of assets. Assesses conditions of assets through inspection and testing equipment, products, and services to ensure quality and performance.
* Lead student employees and staff as assigned.
* Performs related work as required.

**MINIMUM QUALIFICATIONS**

* Bachelor’s degree in related field.
* Three to four years of related experience.

*An equivalent combination of education and/or experience may be substituted for the degree and years requirement.*

**COMPETENCIES**

**Knowledge of:**

* Building systems
* Industry management best practices
* Financial and budget management
* Microsoft Office and related software applications

**Skill in:**

* Planning and organization
* Document preparation and presentation
* Developing and maintaining effective and appropriate working relationships
* Critical thinking, problem solving and analysis

**Ability to:**

* Maintain records, timelines, and projected plans
* Communicate effectively through both oral and written means
* Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
* Meet established deadlines and manage multiple projects simultaneously
* Administer vendor contracts and perform quality checks
* Maintain the confidentiality of information and professional boundaries
* Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to senior management

**PHYSICAL REQUIREMENTS**

Incumbents must be able to climb ladders, kneel, reach above the shoulder, stand and/or walk for long periods of time.  Incumbents must possess the ability to perform the required duties set forth above and may be required to wear personal protective equipment (PPE) when necessary. Incumbents may be required to complete a pre-employment physical.