Job Classification Specification

Campus Operations & Protection Professional 3

Position Summary

Requires in-depth knowledge and experience. Solves complex problems; takes a new perspective using existing solutions. Works independently; receives minimal guidance. Acts as a resource for colleagues with less experience. Likely to act as an informal resource for colleagues with less experience. Represents the level at which career may stabilize for many years or even until retirement.

TYPICAL TASKS (These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this class.)

Coordinates procurement (within a specific budget) of cleaning chemicals, supplies, uniforms, and equipment for team, and ensures line staff is using proper cleaning chemicals and methods as determined by best practices and proven results.

Provides site-specific training for safety, quality, cleaning techniques and methods, scheduling, and use of the computerized maintenance management system (CMMS).

Responds to building emergencies as needed (including participation in off-hours on-call rotation).

Orders supplies, stationery, and other merchandise. Reviews and signs purchase orders, requisitions, journal vouchers, payroll figures, and charges.

Plans and schedules duties of bookstore personnel. Trains employees in such sales procedures as cash register operation, the pricing of stock, the placing and location of stock, sales methods, and the keeping of records.

Plans the use of storage space and supervises the unloading, stacking, and shelving of stock. Supervises the filling of orders and the distributing of supplies.

Maintains records of charges against departmental budgets for supplies issued and bills them for reimbursement.
Campus Operations & Protect Professional 3 (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Actions tend to be guided by schedules, due dates, and clear deliverables -- supervision only generally occurs when there are repeat problems or missed deadlines.

Complexity and Problem Solving

Issues are varied; problems tend to be technical in nature and are solvable through deep technical know-how and imaginative workarounds.

Required Qualifications

BA/BS plus at least 4 years of experience or a combination of related education and work experience to equal seven years; often the senior-most individual contributor in a department to whom other more junior employees go to for technical guidance.

Effective 2/24/14