Job Classification Specification

Campus Operations & Protection Manager 3

Position Summary

Responsible for handling a variety of complex assigned projects within Campus Operations. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to managers, supervisors and/or professional staff. Decisions are guided by resource availability and functional objectives.

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 incoming and outgoing movement and storage of raw materials, finished products and parts that include functions such as warehousing, shop, and delivery services to ensure material availability and delivery when needed to meet production schedules.

Compiles data on order volume, production schedules and forecasts, and applies statistical methods to estimate future materials requirements.

Is accountable for the performance and results of multiple related units.

Develops departmental plans, including business, production and/or organizational priorities.

Develops assignments, timetables and responsibilities for team members for the duration of project.

Manages campus parking, transportation, and grounds maintenance program to include the development and evaluation of new programs to meet campus needs.

Oversees the operations of campus electromechanical systems such as heating, ventilation and air conditioning (HVAC), or physical access/security.

Manages student/campus life and residential housing programs.

Develops departmental plans, including business, production and/or organizational priorities.

Controls resources and policy formation in area of responsibility.
Campus Operations & Protection Manager 3 (cont’d)

Operational Role

Modifies practices and procedures to improve efficiency and quality; searches for better ways to effectively achieve end results by, for example, scheduling work steps, arranging/re-arranging the way work is generally performed, and adding or deleting elements of processes as necessary.

Scope of Measurable Impact

Actions tend to affect a department or critical project outcomes; performance results tend to relate to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, and resource allocation/effectiveness.

Independence and Decision-Making

Work is focused on and regulated by specific personal goals and milestones; generally can act based on own judgment as long as actions adhere to policy and operating procedures, and remain focused on objectives -- seeking assistance only when highly difficult troubles arise or when confronted with problems of considerable material or political consequence.

Complexity and Problem Solving

Problems are frequently unique and unexpected; facility with discipline and concept of excellence allows incumbent to "tear apart" processes, question assumptions, etc. in order to identify problems and get to the heart of an issue.

Required Qualifications

Requires BA/BS with at least 10 years of experience; most often runs a department that requires in depth understanding of two or more subject areas, or oversees a highly specialized/technical area; often has developed a specialty area (or areas of expertise) in which he/she is particularly proficient and recognized for.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 2/24/14