Job Classification Specification

Campus Planning, Engineering, and Safety Professional 1

Position Summary

Develops competence by performing structured work assignments. Identifies a problem and all relevant issues in straightforward situations, assesses each using standard procedures, and makes sound decisions. Receives instruction, guidance and direction from others.

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.)

Conducts preliminary surveys and prepares schematics and work drawings for the construction and maintenance of new or remodeled structures and facilities.

Conducts inspection of existing facilities and prepares reports on the condition, deficiencies observed, designs necessary for repairs, and estimated cost of repairs.

Ensures that good customer relations are maintained, and customer claims and complaints are resolved fairly and effectively, and in accordance with the consumer laws.

Recommends purchase of maintenance tools, equipment and supplies as required to streamline processes and increase efficiency.

Assists engineers in developing methods and procedures to control or improve facilities processes.

Develops specifications for new contract orders.

Develops improvement plans in response to customer surveys.

Participate as a team member in the planning and programming phase of project plans.
Campus Planning, Engineering, and Safety Professional 1 (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

General supervision; progress/outcomes are frequently observed/reviewed; work is largely scripted by established procedures and guidelines.

Complexity and Problem Solving

Problems tend to be of limited scope and complexity, generally quickly and relatively easily resolved.

Required Qualifications

BA/BS or a combination of related education and work experience to equal four years; applies knowledge and skill to a recurring task or activity with emphasis typically on precision and timeliness of execution.

Effective 2/24/14