Job Classification Specification

Campus Planning, Engineering, and Safety Professional 2

Position Summary

Requires knowledge and experience in own discipline; still acquiring higher level knowledge and skills. Builds knowledge of the organization, processes and customers. Solves a range of straightforward problems. Analyzes possible solutions using standard procedures. Some guidance and direction.

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.)

Estimates cost of projects, writes contracts and specifications for labor, materials and equipment for construction projects.

Reviews proposed occupational safety policies, guidelines and standards to determine their consistency with accepted engineering principles and practices; recommends technical changes as needed.

Plans and develops work program and project cost estimates for approval by immediate supervisor and secures prior approval for subsequent changes or departures from approved plans or estimates.

Participates in conversion to new methods, systems, etc., to assure implementation as planned.

Ensures compliance with regulatory agency policies, including government legislation pertaining to the preservation of the environment.

Monitor project quality control and conduct post-project evaluation with project team members and client departments.
Campus Planning, Engineering, and Safety Professional 2 (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

Job holders are guided by general procedures and professional norms, with periodic checks on accuracy, quality and timeliness of outcomes.

Complexity and Problem Solving

Must find solutions to modestly technical or operational problems; once problem is identified, solutions generally can be resolved using conventional or standard procedures.

Required Qualifications

BA/BS with at least 2 years of experience or a combination of related education and work experience to equal five years; position involves comparing, verifying and reconciling data to help department achieve overall objectives

Effective 2/24/14