Job Classification Specification

Campus Planning, Engineering, and Safety Specialist 1

Position Summary

Responsible for handling a variety of assigned projects within Campus Operations. Applies subject matter knowledge. Requires in-depth knowledge and experience. Decisions are guided by policies, procedures and business plan; receives guidance and oversight from manager.

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.)

Analyzes environmental conditions and recommends changes to prevent or eliminate dangerous substances and materials.

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

Manage all aspects of a project, from start to finish, so that it is completed on time and within budget.

Design, communicate, and implement an operational plan for completing the project; monitor progress and performance against the project plan; take action to resolve operational problems and minimize delays.

Identify, develop, and gather the resources to complete the project. This may include preparing designs and work specifications; developing project schedules, budgets and forecasts; and selecting materials, equipment, project staff, and external contractors.

Conduct meetings and prepare reports to communicate the status of the project.

Set priorities, allocates tasks, and coordinates project staff to meet project targets and milestones.

Solves complex problems; takes a new perspective using existing solutions.

Works independently; receives minimal guidance.

Acts as a resource for colleagues with less experience.
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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

Typically works under general supervision but has the discretion to make daily operational decisions; given understanding of best practices and the way similar units run elsewhere, is able to convincingly recommend capital and process improvements to the area.

Complexity and Problem Solving

Problems cannot be identified and resolved in simple cause-effect terms; rather, problems require integrative solutions such as how technologies, processes, resources, and people all fit together in order to sustain productivity -- understands the smallest details of a circumscribed area.

Required Qualifications

Requires BA/BS with at least 6 years of experience; may supervise a small homogeneous department or larger process-oriented area whose members perform like activities.

Effective 2/24/14