Job Classification Specification

Campus Planning, Engineering, and Safety Specialist 2

Position Summary

Responsible for handling a variety of moderately complex assigned projects within Campus Operations. Applies in-depth subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Decisions are guided by policies, procedures and business plan; receives guidance from senior manager. Provides technical guidance to employees, colleagues and/or customers.

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.)

Leads or coordinates construction projects, such as developing a new facility, the addition, expansion, or extension of an existing facility, or renovation/alterations to a facility in collaboration with project team, construction site and management.

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

Prepare designs and work specifications; develop schedules, budgets and forecasts; select materials, equipment, project staff, and contractors.

Estimate costs, resources, and time required to complete.

Monitor activities, allocate resources, and assign tasks to ensure targets are met.

Liaise with other areas in the organization to secure specialized resources and contributions for the project.

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

Coach and mentor project staff and assist them to solve problems.

Solves complex problems; takes a broad perspective to identify solutions.

Works independently, with guidance in only the most complex situations.
Campus Planning, Engineering, and Safety Specialist 2 (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 multiple departments or a campus; performance has an impact on critical project milestones including efficiency, degree of waste/cost overruns, and quality/continuous improvement. Often is responsible for resource allocation and establishing project timelines.

Independence and Decision-Making

Mostly works independently according to standard operating procedures (may develop some processes/procedures); generally responsible for keeping processes moving in a productive direction, and will look for supervisory approvals when changes to process steps are considered and additional resources for task completion required.

Complexity and Problem Solving

Problems are increasingly difficult to identify and are sufficiently difficult that they cannot be solved using existing practices and procedures; may have to respond/adapt to changing conditions or circumstances, requiring creativity and the development of new approaches when resolving issues. Problems are those that affect multiple departments or have a campus wide impact.

Required Qualifications

Requires BA/BS with at least 8 years of experience and prior oversight of a small department or cross-disciplinary team; typically is responsible for managing a department of notable size, complexity, or significance that, in part, affects how well the organization to which the incumbent belongs operates.

Effective 2/24/14