Job Classification Specification

Campus Planning, Engineering, and Safety Specialist 3

Position Summary

Responsible for handling a variety of highly complex assigned projects within Campus Operations. Applies expert subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to 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.)

- Provides technical consultations regarding unusual problems and developments. Responsible for final approval of engineering studies and/or project proposal.

- Responsible for controlling large operating, maintenance or construction budgets. Reviews financial statements and adjusts policies relating to operations or acceptance of projects in accordance with review findings.

- Develops and prepares designs for moderate to complex in-house projects. Prepares sketches and drawings with and without AutoCAD system. Revises drawings prepared by outside resources.

- Anticipates internal and/or external business challenges and/or regulatory issues; recommends process, product or service improvements.

- Solves unique and complex problems that have a broad impact on the business.

- Contributes to the development of functional strategy.

- Leads project teams to achieve milestones and objectives.

- Operates with no supervision in a complex environment.
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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 campus or the entire university; performance has a major 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

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. Resolution of issue needs expert level knowledge of discipline and the ability to push back on internal processes to determine the root cause of the issue. Issues are those that have campus or university wide impact.

Required Qualifications

Requires BA/BS with at least 10 years of experience; 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 outside of the University.

Effective 2/24/14