Job Classification Specification

Campus Planning, Engineering, and Safety Manager 2

Position Summary

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

Organizes and directs construction personnel, and ensures that materials and equipment resources are delivered on time.

Analyzes and develops solutions to engineering problems related to equipment and systems or the causes of component failures.

Develops and applies engineering standards and procedures, and provides advice on issues within the engineering field.

Is accountable for the performance and results of a team within own discipline or function.

Adapts departmental plans and priorities to address resource and operational challenges.

Ensures the optimal utilization of the organization’s facilities and proper functioning through ongoing inspection and maintenance.

Prepares reports on inspection findings and ensures proper vehicle maintenance to comply with prescribed safety regulations.

May negotiate vehicle and/or equipment purchase terms in coordination with the procurement function.
Campus Planning, Engineering, and Safety Manager 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 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

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, necessitating enterprise and new approaches.

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.

Supervision

Has the authority to hire, transfer, promote, discharge, suspend, assign work, reward, discipline, and direct the work of both full-time and part-time University employees.

Effective 2/24/14