Job Classification Specification

Campus Planning, Engineering, and Safety Manager 3

Position Summary

Responsible for handling a variety of complex assigned projects within Campus Operations. Applies subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Manages professional employees and/or supervisors or supervises large, complex technical or business support functions. Decisions are guided by policy, 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.)

Leads or coordinates construction projects or renovations/alterations to a facility in collaboration with project team, construction site and management.

Develops and tracks assignments, timetables and responsibilities for team members for the duration of project.

Ensures the optimal utilization of the organization’s facilities.

Assesses and evaluates the physical space requirements of the organization and recommends plans to meet needs.

Develops departmental plans, including business, production and/or organizational priorities. Controls resources and policy formation in area of responsibility.

Plans, controls and directs real estate activities; identifies, acquires or leases land and buildings for the organization’s operations. May negotiate right-of-way easements.

Provide support in the development of an annual business plan and capital budget based on the institution’s capital plan for land care.

Provides leadership to managers, supervisors and/or professional staff.
Campus Planning, Engineering, and Safety Manager 3
(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/ rearranging 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

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; facility with discipline and concept of excellence allows incumbent to "tear apart" processes, question assumptions, etc. in order to identify problems and get to the heart of an issue

Required Qualifications

Requires BA/BS with at least 10 years of experience; most often runs a department that requires in depth understanding of two or more subject areas, or 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.

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