Job Classification Specification

Campus Planning, Engineering, and Safety Director 1

Position Summary

Responsible for handling a variety of very complex projects in campus operations. Applies expert level subject matter knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge. Provides leadership to managers, supervisors and/or professional staff. Is accountable for the performance and results of multiple related units. Controls resources and policy formation in area of responsibility. 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.)

Ensures the optimal utilization of the organization’s facilities by overseeing the assessment and evaluation of physical space requirements of the organization and developing plans to meet needs. Ensures proper functioning of facilities through ongoing inspection and maintenance.

Ensures the effectiveness of operating procedures, space utilization, and maintenance and protection of facilities and equipment.

Designs, develops, implements and oversees the organization's environmental health and safety programs and procedures to safeguard employees and surrounding communities and to ensure that all facilities are in compliance with regulations.

Develops assignments, timetables and responsibilities for team members. Organizes and directs construction personnel and ensures that materials, equipment, and resources are delivered and managed in order to meet timelines.

Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies.

Provides leadership and direction through Senior Managers and Managers.
Campus Planning, Engineering, and Safety Director 1 (cont’d)

Operational Role

Determines how to achieve the directives set by the institution’s strategy and top executive leadership developing new systems, new products/offerings, new methods or approaches, and new operating procedures; considers the intentions/goals of the institution and figures out the best way to fulfill them.

Scope of Measurable Impact

Actions have a measurable effect on a major unit or function of the institution; measures generally concern financial health/profitability, customer service, student experiences, and productivity.

Independence and Decision-Making

Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

Complexity and Problem Solving

Develops innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the institution; is usually responding to new situations and circumstances that require attention -- invention occurs in the course of solving specific problems.

Required Qualifications

Requires BA/BS and at least 12 years of experience; exhibits technical and operational mastery of an area and, has proven management experiences and history of successes in supervising groups; has demonstrated excellence in a discipline and understands the implications of decisions and actions on segments of the organization outside one’s immediate area.

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