Job Classification Specification

Campus Planning, Engineering & Safety Director 2

Position Summary

Ensures the optimal utilization of the organization's facilities. Provides leadership and direction through senior managers and managers. Adapts and executes functional or departmental business plans and contributes to the development of functional or departmental strategies. Decisions are guided by functional strategies and priorities. Controls resources and policy formation in area of responsibility.

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.)

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. Maintains comprehensive knowledge of government safety regulations.

Leads or coordinates complex 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.

Develops assignments, timetables and responsibilities for team members consistent with Department and University objectives.

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

Leads or coordinates project planning, resourcing, staffing, progress reporting, people management, and troubleshooting for engineering projects.

Develops and implements the organization’s positions on environmental policy issues regarding the impact of the organization's operations on water, air and land quality.

Designs and implements programs to ensure healthful and safe working conditions and compliance with all environmental regulations, including clean air and hazardous waste disposal, on the organization's premises.

Provides leadership and direction through Senior Managers and Managers.
Campus Planning, Engineering & Safety Director 2 (cont’d)

Operational Role

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

Scope of Measurable Impact

Actions have a measurable effect on a multiple major units or critical functions within the organization; measures generally concern financial health/profitability, customer service, student experiences, and productivity.

Independence and Decision-Making

Incumbents at this level are the ones who are most often asked to "figure it out," to come with ideas and actions that will make the institutional strategy "real".

Complexity and Problem Solving

Determines how to get the institution from "here" to "there," creatively using the mission and goals of the institution as a guide to fulfill objectives that are established in concert with the most senior managers.

Required Qualifications

Requires BA/BS and at least 15 years of experience; often an expert in a specialized field or complex operation, and the final authority on a matter of financial significance to the institution; understands the nuances, fine print, trade-offs, exceptions, etc. of an issue.

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