Job Classification Specification

Campus Planning, Engineering & Safety Professional 4 Supervisor

Position Summary

Recognized as an expert in own area within the organization. Requires specialized depth and/or breadth of expertise. Interprets internal or external business issues and recommends solutions/best practices. Solves complex problems; takes a broad perspective to identify solutions. Works independently, with guidance in only the most complex situations.

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.)

Estimates cost of projects, writes contracts and specifications for labor, materials and equipment for construction projects, and secures bids from contractors.

Develops instrumentation techniques or other research techniques for the solution of research problems. Collaborates with the researchers to develop the design. Supervises the construction of such instruments or research setups.

Plans, organizes, directs and controls all or part of complex projects. Interprets the plans and work specifications and gives on-the-job advice to contractor supervisors.

Consults University departmental personnel to determine details of alteration, maintenance or construction needs. Notifies such personnel of work progress. Collaborates in long-range planning.

Coordinates and supervises the daily activities of business or technical support or production team.

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

Sets priorities for the team to ensure task completion; coordinates work activities with other supervisors.

Establishes priorities for work delegated to others.
Campus Planning, Engineering & Safety Professional 4
Supervisor (cont’d)

Operational Role

Puts into effect what is required by defined job duties and clear objectives following established procedures and protocols; can alter the order in which work is performed but usually not the expected end result which can be improved, but not qualitatively changed.

Scope of Measurable Impact

Actions tend to facilitate work outcomes that meet general reporting requirements, internal checks and balances, regulatory guidelines, or similar results that promote the welfare of students, faculty and staff and safeguard the institution by providing necessary inputs to others in the form of information or finished materials.

Independence and Decision-Making

Works under general supervision but usually is given the latitude to make decisions on projects that he/she is accountable for delivering on; decisions may involve selecting an approach from among alternatives, timing when certain tasks should be performed, determining how to best use available resources, and other similar choices.

Complexity and Problem Solving

Problems are no longer responsive to strict technical resolution; problem resolution and project completion involve substantial planning and scheduling in order to obtain and align resources when and where needed.

Required Qualifications

BA/BS plus over 5 years of experience or a combination of related education and work experience to equal nine years; frequently assigned project leadership roles within a function or similarly-sized organization.

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