

# **M&P OCCUPATIONAL GUIDELINE**

## **JOB FAMILY: FACILITIES MANAGEMENT Level C, Pay Grade 9**

<b>LEVEL DEFINITION</b>	This level covers positions responsible for managing building services and operations for a large number of multi-purpose facilities (including research, teaching, administrative, accommodation, child care, social/ recreational, and/or event venues) as well as adjacent landscape and grounds.
<b>TYPICAL RESPONSIBILITIES</b>	May include: managing building services and operations for a large number of multi-purpose facilities (including research, teaching, administrative, accommodation, child care, social/ recreational, and/or event venues) as well as adjacent landscape and grounds; supervising, coordinating and scheduling large numbers of subordinate supervisors and staff involved in custodial/housekeeping services; monitoring the condition of buildings and initiating action to improve deficiencies; administering department service contracts including developing tender documents and supervising the performance of external service providers; overseeing refurbishing and renovation projects within allocated budgets; facilitating the repair, maintenance or installation of equipment; maintaining established budgets; and ensuring that buildings and facilities are secure, functional and safe.
<b>DECISION MAKING /LEVEL OF ACCOUNTABILITY</b>	Makes decisions on all aspects of assigned responsibilities. Makes recommendations affecting the usability of the facility.
<b>SUPERVISION RECEIVED</b>	Works under established guidelines and policies; work is reviewed for impingement on other units and achievement of objectives.
<b>SUPERVISION EXERCISED</b>	Assigns and directs work, appraises performance and makes necessary recommendations.
<b>MINIMUM QUALIFICATIONS</b>	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or an equivalent combination of education and experience.