

## **FACILITIES MANAGEMENT SPECIALIST 1, 2 TITLE SERIES DEFINITIONS**

### **I. DEFINITIONS**

#### **FACILITIES MANAGEMENT SPECIALIST 1**

Positions allocated to this title definition are responsible for a variety of activities related to the overall management of university-owned and leased facilities. Activities performed include, but are not limited to, the development and implementation of program policies, procedures and guidelines; development and implementation of annual and biennial budgets; and monitoring and implementation of the capital (furniture and equipment) and leasehold improvements. Positions at this level function as the primary liaison with DOA or the private management corporation(s) which own the building(s) used by the institution regarding building maintenance and operations; and investigate and resolve complaints about building operations and work environment, including heating, lighting, ventilation, snow removal, etc. These positions develop and implement the following programs for the institution: telecommunications; health, safety and security; capital property program, including distribution, inventory, maintenance, and surplus property; risk management; and parking. Positions participate in the remodeling or relocation of the institution's offices, including site selection surveys; conduct periodic physical inspections of facilities and adjacent areas to determine condition, space utilization, and compatibility with existing records; contact and schedule projects performed by outside contractors; coordinate the relocation of staff and equipment; and establish utilities and maintenance services. Work is performed under general supervision.

#### **FACILITIES MANAGEMENT SPECIALIST 2**

Positions at this level perform all of the duties identified at the Facilities Management Specialist 1 level, and in addition either: (1) provide facilities management services for thirty or more university-owned or leased facilities located throughout the state; or (2) provide capital budget and facilities management services for six or more institutions. Work is performed under general supervision.

### **II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.