

Facilities & Operations job family serves to ensure the cleanliness, maintenance, and operation of campus facilities and grounds. Functions encompass custodial, grounds, and maintenance services, including oversight and programmatic administration. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Technical and Administrative Support I	Technical and Administrative Support II	Technical and Administrative Support III	Technical and Administrative Support IV
<b>Accountabilities</b>	<p><b>PEOPLE</b> Serves as contact person and coordinates responses to problems in regards to the cleanliness of buildings and grounds.</p> <p><b>OPERATIONS</b> Maintains the cleanliness of buildings, grounds, and equipment by cleaning, vacuuming, and removing trash.</p> <p>Completes the set-up and tear down of office equipment and furniture for special events.</p> <p>Performs snow removal.</p> <p>Performs basic maintenance and repair (e.g., painting, light fixtures).</p> <p><b>BUDGET</b> Processes expenses and payroll records.</p>	<p><b>PEOPLE</b> Serves as liaison regarding buildings, grounds, and minor repairs.</p> <p><b>OPERATIONS</b> Performs a variety of minor repairs, installation, and maintenance of building systems and equipment (such as sinks, toilets, light fixtures, electrical outlets, tractors, and trucks).</p> <p>Maintains grounds including care of trees, grass, shrubs, and flowers.</p> <p>Operates and maintains equipment such as large mowers, tillers, front-end loaders, and snow plows.</p> <p>Performs inspections of buildings to identify maintenance and repair needs.</p> <p><b>BUDGET</b> Maintains inventory of supplies needed to maintain buildings and equipment.</p>	<p><b>PEOPLE</b> Provides technical leadership to maintenance projects and in the resolution of complex maintenance repair.</p> <p><b>OPERATIONS</b> Maintains various building systems and equipment by performing skilled carpentry, electrical, mechanical, and plumbing repairs and installations.</p> <p>Inspects facilities and equipment to determine needed repairs and preventive maintenance.</p> <p>Maintains highly technical lab equipment.</p> <p>Fabricates research equipment and sets up labs appropriately.</p> <p><b>BUDGET</b> Maintains inventory of routine and highly technical supplies.</p>	<p><b>PEOPLE</b> Provides coordination of facilities operation and preventative maintenance</p> <p>May oversee the work of support personnel including students.</p> <p><b>OPERATIONS</b> Provide general support for the operation of a campus facility.</p> <p>Manage access control for campus facility.</p> <p>Coordinates facility preventative maintenance and manages building service requests with departments on campus (Facilities Management).</p> <p>Coordinates incoming and outgoing mail/shipping activity for facility.</p> <p>Coordinates set up of learning labs.</p> <p><b>BUDGET</b> Maintains inventory of routine and highly technical supplies. Communicates with facility service vendors.</p>
<b>Requirements</b>	<p>Knowledge of basic or commonly used procedures and/or equipment typically obtained by a high school degree or GED or equivalent and 0 to 2 years of general work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Knowledge of standard policies, procedures, tools, and/or equipment in a particular field typically obtained by a high school degree or GED or equivalent and 2 to 3 years of experience in facilities and grounds maintenance or related field. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Comprehensive knowledge of standard policies, procedures, tools, and/or equipment of a specialized service or technical field typically obtained by a high school degree or GED or equivalent and 3 to 5 years of experience in facilities and grounds maintenance or related field. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>	<p>Comprehensive knowledge of the technical and practical concepts, processes, and methods in a field of specialization typically obtained by a high school degree or GED or equivalent and 5-7 years of experience in facilities and grounds maintenance or related field. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.</p>