**General Information**

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| **Position General Information:** \_\_New Hire/New Position \_\_Update to Current Position |

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| Current Incumbent, if any: |   | Position #: |  |
| University Job Title: | Supv Facilities (College/Unit) | Pay Band: | E |
| Working Title (if different): |  | Exempt: [x]  | Nonexempt: [ ]  |
| Department Name: |  | Dept Code: |  |
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**Position Summary**

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| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| **College/Unit Description**: C/U specific**Department Background**: C/U and Department specificThe Supervisor Facilities coordinates day-to-day maintenance operations and small project activity for assigned client groups and serves as a primary liaison with central facilities zone structure. This role supports the assessment of buildings or facility conditions and manages compliance and long-term needs. This includes responding to routine and emergency maintenance and operation needs while fostering strong partnerships with key stakeholders. This includes collaborating with a wide variety of stakeholders to receive, understand, prioritize, schedule and ensure completion of on-going and emergency repairs. Additionally, this role will help to ensure appropriate communication and guidance to building occupants to ensure safe and consistent practices related to procedures and policies. Assist stakeholders pertaining to space planning and renovations in an efforts to allocate and coordinate space efficiently and minimize impacts. A successful incumbent will effectively demonstrate excellent communication skills (both customer-facing and internally with team members) to make complex facilities issues understandable for clients. The incumbent will also possess facilities management knowledge and a desire to continually learn new skills and technical functions to support solid decision making and critical thinking skills while managing multiple priorities. |
| **Required Qualifications:**Specify required minimum equivalency for education, experience, skills, knowledge, etc. * Associate’s degree or other formal training program with at least 2 years of experience in facilities management, maintenance, or construction; or equivalent combination of education and relevant experience
* General knowledge of a variety of building systems, such as electrical, HVAC, ATC controls, piping, fire protection, roofing, fenestrations, etc.
* Ability to manage multiple ongoing tasks and prioritize projects effectively
* Ability to lift 20 lbs. independently (and occasionally more with assistance) and physically inspect each facility to follow up on maintenance needs on routine basis (covering approximately xxxsq feet in separate buildings, some without elevators). Must be able to negotiate stairs, ladders and spaces of varying dimensions.

**Skills for Success:** Skills essential for individual and organization success [**https://hr.cornell.edu/professional-development/performance-0/skills-success**](https://hr.cornell.edu/professional-development/performance-0/skills-success)**Position Competencies/Skills:**Job related knowledge, skills, abilities and behaviors that contribute to success.  * Customer Service Management, Decision Making and Critical Thinking, Facilities Management, Relationship Management, Effective Communications
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| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| Optional Preferred Qualifications:* Advanced degree or additional professional experience beyond 2 years in a related field
* Prior experience performing facilities related work in a large-scale or highly complex environment
* Previous experience working in an academic or campus setting
* Project management or project lead experience
* Experience with CAD and ability to understand construction documents
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| **Rewards and Benefits:** High the unique benefits offered by Cornell and specifically to the position. |
| * The opportunity to work in a highly functioning, collaborative, team environment.
* A hybrid remote work schedule.
* A broad set of [competitive benefits](https://hr.cornell.edu/sites/default/files/documents/benefits_overview_endowed_2017.pdf), including educational opportunities, access to on-site wellness programs, health care options, three weeks of vacation, 12 holidays, and generous retirement contributions.
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| **Position Supervisory/Management Responsibilities:** *For position’s with responsibilities focused on management the work of others and developing others* |
| Number of Direct Reports | \_\_ Exempt | \_\_ Nonexempt |
| Number of Indirect Reports | \_\_ Exempt | \_\_ Nonexempt |
| Number of Student/Temporary  | \_\_ Exempt | \_\_ Nonexempt |

**Position Responsibilities**

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| **Position Responsibilities/Essential Functions:** List the responsibilities and estimate percentage of annual time spent on each responsibility. Include only the essential functions that are fundamental and necessary to the position.  |
|  | Approximate % of time, Annualized |
| **Maintenance Operations**In collaboration with Manager/Director, provide assessment of building conditions and collaborate with a wide variety of stakeholders to understand on-going repair and maintenance needs for assigned building area; ensure maintenance needs and priorities are effective, efficient and well documented. Responsible for day-to-day coordination of maintenance operations; receive, prioritize and schedule routine repairs and maintenance requests for assigned building infrastructure or facility; ensure appropriate response to routine and emergency maintenance and operations requests. Monitor repair costs and ongoing expense to adhere to assigned budget.*College/Unit Specific duties, if applicable:* | % |
| **Communication/Partnerships**Serve as liaison and unit facilities representative between college/unit and central facilities to ensure building needs are communicated and prioritized. Responsible for fostering strong partnerships with various key stakeholders. Regularly informs building occupants of issues and service/repair work affecting their areas of operation. Proactively identify and work with building resident to provide guidance of building rules and requirements. Assist manager with various communication aspects related to building conditions to support a safe working environment. *College/Unit Specific duties, if applicable:* | % |
| **Logistics Operations**Oversee shipping/receiving functions for assigned area; provide direction and coordinate work schedules for effective operations including, DOT compliance, intra-campus deliveries, and mailings*College/Unit Specific duties, if applicable:* | % |
| **Space Planning/Renovations**Work with stakeholders to assist with space planning/renovations in efforts to allocate space and coordinate activities to minimize impact.Assist with recommendation for effective facilities approaches and solutions related to space and equipment in alignment with desired department/unit goals*College/Unit Specific duties, if applicable:* | % |
| **Budget & Planning Support**Assist with contractor selection for low-risk, routine/cyclical project needs; assist with bid materials preparation and outsources projects. Monitor costs and ongoing expense to adhere to assigned budget. Gather information and assist with initial preparation of department budgets by identifying and recommending purchases in coordination with outside vendors and orders.  *College/Unit Specific duties, if applicable:* | % |
| **Safety and Code Compliance**Assist with adherence and enforcement of rules and requirements as mandated by building code compliance and procedures and policies related to assigned area; proactively identify and work with building resident to provide guidance of building rules and requirements.Assist with providing guidance regarding safety, health, environmental, and code issues which may involve fire code inspections, laboratory area safety effecting building occupants.Assist Manager/Director with annual and periodic building and systems inspections and testing programs adhering to local and state agencies and municipalities. *College/Unit Specific duties, if applicable:* | % |
| **Supervision – DELETE IF NOT APPLICABLE**Manage building coordinators’ workload and inform staff of required training to meet college and university policies, federal, state and local regulations and safety compliance.Supervise staff; manage staff performance; provide staff professional development opportunities; strive for high performing team where staff are engaged and contributing to the unit’s success.*College/Unit Specific duties, if applicable:* | % |
| *College/Unit specific duties, if applicable:* | % |
| **Other duties as assigned**Creating a flexible work environment with occasional work responsibility falling above or below current classification.  |

**For each factor below, choose the phrase that best fits the characteristics of this position:**

**Minimum education and experience equivalency**

**education experience**

Training 6 months to 1 year, technical trade no degree 2 to 3 years

**Accountability through Scope of Impact:**

Moderate; beyond the department

**Interaction within University:**

Provide guidance/coordinate activities/contribute to work groups

**Interaction with Students:**

Occasional; provide information

**Interaction Outside University:**

Conduct straighforward business; provide information

**Directing Others:**

Occasional guidance to co-workers

**Complexity of Work / Decision-Making:**

Predominantly follows established procedures, practice, policy; makes routine decisions within prescribed limits

**Scope of decision-making activity:**

Multiple functional areas with limited student/employee effect

**Direction Received:**

General supervision

**Support Skills-Writing**

Usually issues standard responses

**Support Skills-Computer**

Uses a variety of basic and advanced business/technical programs/application to perform responsibilities involving data management and analysis

**Working Conditions:**

**Essential Physical**

**Requirements\*: Visual:** **Hazards:**

Typically lifts 10 to 20 lbs Normal concentration Limited exposure

*\* Check applicable level after considering reasonable accommodations.*

*\* Check applicable level after considering reasonable accommodations.*