**CORNELL UNIVERSITY**

Date: \_\_\_\_\_\_\_\_\_\_ 220222022222022\_\_\_\_\_\_\_\_\_\_

**STAFF POSITION DESCRIPTION**

**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: | Manager Facilities I(College/Unit) | Pay Band: | F |
| Working Title (if different): |  | Exempt: [x]  | Nonexempt: [ ]   |
| Department Name: |  | Dept Code: |  |
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| Immediate Supervisor’s Name:  |  |
| Supervisor’s University Job Title: |  | Pay Band: |  |
| Working Title (if different): |  |

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| **Culture of Inclusion and Community Standards**: Skills essential for individual and organizational success. |
| [REQUIRED] As a university founded to be a place where “…any person can find instruction in any study,” diversity and inclusion are at the core of our values and mission. We strive to be a welcoming, caring, healthy, and equitable community where students, faculty, and staff with different backgrounds, perspectives, abilities, and experiences can learn, innovate, and work in an environment of respect, and feel empowered to engage in any community conversation. As a member of the Cornell University community, it is important to recognize our shared responsibility to each other to cultivate a culture of inclusion for all. [Cornell Core values](https://www.cornell.edu/about/values.cfm)[REQUIRED] As a people manager and university leader you will model and support a culture of diversity, equity, inclusion, and wellbeing by fostering an environment where everyone has the ability to thrive and navigate work and life’s challenges because they feel like they belong and have the tools and support they need.     [REQUIRED] While position responsibilities vary greatly, the Skills for Success and Leadership Skills for Success are foundational to what is expected of every employee and leader working at Cornell.  These skills are essential for individual and organizational success. [Staff Skills for Success](https://hr.cornell.edu/professional-development/performance-0/skills-success); [Leadership Skills for Success](https://hr.cornell.edu/professional-development/performance/leadership-skills-success) |

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|  **Department Background:** Provide a brief overview of your department/unit.  |
| [OPTIONAL] College/Unit Statement[OPTIONAL] Department Statement[OPTIONAL] Function Statement |

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| **Rewards and Benefits**: Highlight the unique benefits offered by Cornell and specifically to the position. |
| Competitive compensation, generous time-off, and great benefits …[More on Cornell Benefits](https://www.hr.cornell.edu/benefits/) |

**Position Summary**

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| **Position Summary**: Explain the purpose for the position and summarize the responsibilities to include in job ad. |
| [REQUIRED] While position responsibilities vary, all people leaders are expected to foster a culture of belonging and a psychologically healthy work environment by being trustworthy; respecting all individuals; being flexible; supporting work/life integration as well as healthy boundaries; inviting new ideas, alternatives, and perspectives; speaking up and taking action if others are being excluded or treated inappropriately; and recognizing the contributions of others.  [OPTIONAL] Campus Collaboration[OPTIONAL] Success FactorsManager Facilities I serves as key point of contact with central facilities zone structure to implement daily maintenance management and operations of mid-sized building or multiple facilities while cultivating strong partnerships with key stakeholder including overseeing, prioritizing, diagnosing to ensure appropriate responses to repairs and maintenance activities for assigned building(s). Assessing building conditions, prioritizing maintenance needs and collaborating with various stakeholders to align maintenance needs and various periodic system inspections and ensuring appropriate communication and guidance to building occupants to ensure safe and consistent practices related to procedures and policies. Participate in the development and implementation of construction and renovation projects including participation with contractor selection and bid preparation. Collaborate with stakeholders on budget development while monitoring expenses against budget and recommending strategies for cost efficiencies including recommending purchasing strategies and delivery approaches. Provide oversight and partner with stakeholders pertaining to space planning and renovations in an efforts to allocate and coordinate space efficiently and minimize impacts. Key success criteria: Possesses full spectrum of facilities management knowledge and demonstrates stellar customer service management, solid decision and critical thinking skills, and the ability to maintain effective communication and strong relationships while managing multiple priorities. |

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| **Required Qualifications:**Specify required minimum equivalency for education, experience, skills, knowledge, etc. **Position Competencies/Skills:**Job related knowledge, skills, abilities, and behaviors that contribute to success.   |
| * [REQUIRED] Experience in and/or demonstrated commitment to supporting diversity, equity, access, inclusion, and wellbeing.

**(Pick List Items – REQUIRES a selection of at least one):** * Demonstrated skill in understanding of cultural differences.
* Proven experience connecting diversity, inclusion, and wellbeing practices to business goals.
* Bachelor’s degree or other formal training program with at least 3 to 5 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 xxx sq feet in separate buildings, some without elevators) . Must be able to negotiate stairs, ladders and spaces of varying dimensions.
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| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * 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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**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.  |
| [REQUIRED] List each responsibility and associated percent totaling 100% | Approximate % of time, Annualized |
| **Maintenance Operations**In partnership with leadership/Director, assess building conditions and collaborate with a wide variety of stakeholders, participate in efforts to strategize, prioritize, and implement unit goals and initiatives to align maintenance needs with building occupants and programs for assigned building area; ensuring maintenance needs and priorities are effective, efficient and well documented.Oversee, prioritize and direct the daily management and operation of assigned mid-sized building(s) or multiple facilities; schedule and coordinate routine repairs and maintenance activities for assigned building infrastructure or facility; diagnose and ensure appropriate response to routine and emergency maintenance requests. Assist with financial reporting of routine maintenance of mid-scale facilities while adhering to established budgets.*College/Unit Specific duties, if applicable:* | % |
| **Communication/Partnerships**Serve as key point of contact with college/unit, stakeholders and central facilities to advocate for maintenance needs. Communicate, advocate and ensure repairs and prioritization meet expectation while notifying occupants of issues and work affecting their areas of operation. Partner closely with various key stakeholders including faculty, staff and students to understand needs; recommend effective facilities approaches and solutions related to space and/or equipment in alignment with desired department/unit goals.*College/Unit Specific duties, if applicable:* | % |
| **Logistics Operations**Manage shipping/receiving functions for assigned area ensuring structured, inventoried and well managed loading dock and mail functions facility in compliance with university guidelines and safety standards.*College/Unit Specific duties, if applicable:* | % |
| **Space Planning/Renovations**Participate in space planning and renovations to advise stakeholders and implement space renovations and relocations to minimize impact.Partner closely with faculty, staff and students to understand needs; recommend effective facilities approaches and solutions related to space and equipment in alignment with desired department/unit goals.*College/Unit Specific duties, if applicable:* | % |
| **Budget and Project Activity**Participate in the development, implementation and coordination of construction and renovation projects; prepare proposals and/or project bid documents; in conjunction with contract office participate in bid process; partner with central facilities.Assist with development of budget; monitor, prioritize and analyze expenses against budget; recommend strategies to increase efficiencies; assist with financial reporting of construction, renovation of mid-scale facilities while adhering to established budgets.*College/Unit Specific duties, if applicable:* | % |
| **Safety and Code Compliance**Enforce and recommend procedures and policies related to assigned area; participate in the development of building rules and requirements and procedures and policies related to assigned area and facility operations. Partner with building occupants to ensure rules and requirements are followed as mandated by building code compliance; communicate with building residents to ensure repairs meet expectation while notifying occupants of issues and work affecting their areas of operation. Provide guidance regarding safety, health, environmental, and code issues which may involve fire code inspections, laboratory area safety effecting building occupants.Ensure various 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**Supervise staff; provide guidance and direction and manage staff performance; provide staff professional development opportunities; strive for high performing team where staff are engaged and contributing to the unit’s success.Prioritize and oversee daily maintenance and repair work and building infrastructure, referring complex cases to supervisor, as needed. Inform staff of required training to meet college and university policies, federal, state and local regulations; adhering to any applicable Collective Bargaining Agreements. *College/Unit Specific duties, if applicable:* | % |
| *College/Unit specific duties, if applicable:* |  |
| **Other position-related responsibilities** [REQUIRED] Participate in projects with occasional work responsibility falling above or below current classification. [OPTIONAL] Other position related responsibilities  | % |

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| **Position Leadership/Management Responsibilities:** For positions with responsibilities focused on managing the work of others and developing others. [REQUIRED FOR THOSE THAT SUPERVISE OTHERS] |
| Number of Direct Reports | \_ Exempt | \_ Nonexempt |
| Number of Indirect Reports | \_ Exempt | \_ Nonexempt |
| Number of Student/Temporary  | \_ Exempt | \_ Nonexempt |

**Work Designation**

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| **Work Designation:** Assessment of position’s primary setting for performing work. Please select one. |
|[ ]  Fully Onsite | Positions requiring 100% on-site presenceMay be able to occasionally work remotely – business continuity |
|[ ]  Hybrid Remote | Positions with the ability to regularly be performed at least partially remotelyIncludes seasonal hybrid, variable hybrid, and consistent hybrid |
|[ ]  Fully Remote | Positions within/outside of New York State which can be performed 100% remotelyMay be asked to travel to campus periodically |

**Essential Working Conditions** (*after considering reasonable accommodations)*

**Physical (lift/carry/push/pull):** Choose an item.

**Visual:** Choose an item.

**Hazards:** Choose an item.