Date: \_3/2022\_\_\_\_\_\_\_\_\_ 220222022222022\_\_\_\_\_\_\_\_\_\_

**CORNELL UNIVERSITY**

**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 II(College/Unit) | | Pay Band: | G | |
| Working Title (if different): |  | | Exempt: | Nonexempt: | |
| Department Name: |  | | Dept Code: |  | |
|  |  | |  |  | |
| 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 Factors  Manager of Facilities II serves as key point of contact with central facilities zone structure while promoting partnership for zone service providers to ensure work is completed in accordance with Cornell processes. Manage, prioritize and direct the maintenance operations of large infrastructure or multiple facilities while cultivating strong partnerships with key stakeholders. Oversee maintenance activities and partner with central Facilities for strategic planning and alignment. Manage development and implementation of building condition assessments while advocating and prioritizing needs for routine and planned maintenance through strategizing and forecasting maintenance needs in collaboration with a wide variety of stakeholders. Develop and ensure appropriate communication and guidance to a variety of stakeholders to ensure safe and consistent practices related to procedures and policies.  Manage development and planning of scope of construction and renovation projects, partnering with stakeholders to determine needs and provide guidance related to contractor selection and project expectations. Collaborate with stakeholders on budget development while monitoring expenses against budget and recommending strategies for cost efficiencies including recommending purchasing strategies and delivery approaches.  Manage use of existing facilities and participate in short- and long-term planning for the renovation of existing facilities or the construction of new facilities.  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 5-7 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 and follow up on maintenance needs on routine basis (covering approximately xxxx sq feet which may include separate buildings, some or add % without elevators). Must be able to negotiate stairs, ladders and spaces of varying dimensions. |
| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * Advanced degree or additional professional experience beyond 5 to 7 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 |

**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**  Manage development and implementation of building condition assessments while advocating and prioritizing routine and planned maintenance. Collaborate with a wide variety of stakeholders to review and strategize repair and maintenance needs for assigned building area(s); ensure maintenance needs and priorities are documented are forecasted and align with University goals.  Manage, prioritize and direct maintenance operations of large Infrastructure or multiple facilities; oversee and ensure appropriate response to maintenance requests and activities. Partner and collaborate on strategic planning and alignment with Director, central facilities and stakeholders to develop unit facilities budgets; oversee and manage financial reporting and alignment and recommending methods to ensure expenses adhere to project budgets for construction, renovation and routine maintenance of large-scale facilities.  *College/Unit Specific duties, if applicable:* | % |
| **Communication/Partnerships**  Serve as college/unit partner with stakeholders and central facilities to advocate and strategize maintenance needs. Develop and prioritize communication strategies in efforts to establish and foster effective relationships with a variety of stakeholders including building occupants, colleagues and customers both within College/Unit and central facilities. Cultivate partnerships with various key stakeholders to guide, communicate and ensure repairs and prioritization meet expectations while notifying occupants of issues and work affecting their areas of operation.  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.  Develop and prioritize communication strategies in efforts to establish and foster effective relationships with a variety of stakeholders including building occupants, colleagues and customers both within College/Unit and University stakeholders. Define, deploy and communicate improved and enhanced policies, procedures and techniques related to the services being provided, expected behaviors and optimized decision-making, focused on serving to advance unit goals  *College/Unit Specific duties, if applicable* | % |
| **Logistics Operations**  Manage and implement operating procedures to improve effectiveness of services related to loading dock and mail functions facility. Ensure operations comply with university guidelines and safety standards.  *College/Unit Specific duties, if applicable:* | % |
| **Space Planning/Renovations**  Oversee space planning and renovations, facilitate partnerships and enhance communication with stakeholders regarding space allocations. 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 goal.  *College/Unit Specific duties, if applicable:* | % |
| **Budget & Project Activity**  Manage development, planning and scope of moderately complex projects; work with stakeholder to determine needs and provide project guidance including compliance with contract/work order, budget and schedule expectations ensuring effective collaboration; may work with local ordinance to negotiate variance, as necessary.  Collaborate with Director, central facilities and stakeholders to develop unit facilities budgets; oversee and manage financial reporting and alignment of budget recommending methods to ensure expenses adhere to project budgets for construction, renovation and routine maintenance of large-scale facilities.  *College/Unit Specific duties, if applicable:* | % |
| **Safety and Code Compliance**  Ensure rules and requirements are followed as mandated by building code compliance; liaison with central facilities and building occupants/customers to meet and resolve needs.  Assess, address and provide guidance regarding safety, health, environmental, and code issues which may involve fire code inspections, laboratory area safety affecting building occupants. Develop and implement assessments of building conditions, advocating and prioritizing needs for routine and planned maintenance in alignment with University goals.  *College/Unit Specific duties, if applicable:* | % |
| **Supervision – DELETE IF NOT APPLICABLE**  Manage staff, provide guidance and direction and assess staff performance; provide staff professional development opportunities; strive for high performing team where staff are engaged and contributing to the unit’s success; ensure the implementation of required safety and training programs adhering to university policies, federal, state and local regulations, as well as 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 presence  May be able to occasionally work remotely – business continuity |
|  | Hybrid Remote | Positions with the ability to regularly be performed at least partially remotely  Includes seasonal hybrid, variable hybrid, and consistent hybrid |
|  | Fully Remote | Positions within/outside of New York State which can be performed 100% remotely  May 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.