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: | Assistant Superintendent | | Pay Band: | F | |
| Working Title (if different): | Zone/Operations Facilities Manager | | Exempt: | Nonexempt: | |
| Department Name: | Facilities Management | | Dept Code: |  | |
|  |  | |  |  | |
| Immediate Supervisor’s Name: | |  | | | |
| Supervisor’s University Job Title: | | Zone Facilities Director | 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  Under supervision of the Zone Facility Director (ZFD), the Zone Facilities Manager (ZFM) provides leadership in a team-oriented participative management environment for delivery of preventive and corrective maintenance and planned maintenance projects. The ZFM will coordinate and supervise the activities of multiple skilled trades staff including maintenance assistants, and maintenance mechanics. The ZFM will oversee and collaborate with other ZFMs to ensure productivity and quality expectations are being met. The ZFM will communicate regularly with the ZFD, Maintenance Planners, Asset Management and Logistics, and our campus partners about scope, schedule, budgets, and solicit feedback about customer satisfaction.  The ZFM works with Facilities Management (FM) staff as well as our campus partners’ unit staff to understand their facilities problems and needs. They will develop work schedules and provide emergency assistance and response to zone maintenance needs. They will exercise stewardship in maintenance that support the goals of Facilities and Campus Services and the University. Communicate, collaborate and cooperate with the ZFD, ZFMs, Maintenance Planners, and other stakeholders to implement initiatives and efficiencies.  Serve as a representative for the ZFD and Facilities Management to support the goals and initiatives of the zone by providing maintenance services. Observe and enforce compliance with work rules, safety policy, Building Trades Council, and United Auto Workers contracts. Provide leadership for a multi-trade team of employees, including full supervision responsibilities such as performance management, staffing management, coaching, and work assignments, working with ZFD as appropriate.  Ours is a values–based organization where all employees are accountable for supporting the organization’s values of truth, respect, excellence, teamwork, and integrity. Employees are required to attend staff development trainings and participate in the performance evaluation process. |

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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. * Associate’s degree or equivalent; 5 but less than 7 years of experience or equivalent; or equivalent combination of education and experience. Demonstrated experience managing project work required. * Experience in work site safety programs, hazardous materials protocols, building codes, maintenance and construction work processes and information flow protocols. * Aptitude and proven ability to effectively supervise and provide leadership for a large group of employees in a highly diverse environment. * Strong interpersonal, organizational & communication skills (both written & verbal). * Able to work under pressure managing multiple priorities. * Have or be able to obtain OSHA 10 certification. * Have or be able to obtain licenses required for the State of New York, Town of Ithaca, and City of Ithaca. * Experience with Microsoft Office: Outlook, Word, Excel, PowerPoint * Must have and maintain a valid driver’s license; may be required to operate a motor vehicle (your own vehicle or Cornell-owned) to travel to/from job sites. |
| **Preferred Qualifications:** Specify preferred specialized education, field and/or certifications. |
| * Associate’s degree in construction technology or related field. * Experience in Higher Education environment a plus. * Experience in project estimation, cost analysis, or budget planning. |

**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 |
| **Leadership**  In partnership with the Zone Facilities Director, provide leadership and supervise employees who perform work on all buildings and facilities in Maintenance Zones on the Cornell campus. Instruct and supervise personnel; prioritize, assign, schedule, coordinate and review job assignments. Inspect work sites to ensure staff is working safely, efficiently and that work products are of appropriate quality.  Provide leadership and supervise General Forepersons, Forepersons, and Lead Maintenance Mechanics responsible for assisting with day-to-day operations. Provide leadership and support to build and maintain a positive union/management team effort. Provide advice and guidance to team members on issues and priorities.  Select, promote, reward, discipline, and terminate all regular full time and temporary employees in partnership with the ZFD and FCS Human Resources. Serve as a leader and role model for developing effective and engaged team environment; provide advice and guidance to team members on complex issue and priorities, partnering with ZFD as appropriate. Provide on-going coaching, counseling, professional development to direct reports. Act as day-to-day lead to improve overall crew morale and build team spirit in all areas, to assure they are effective, productive, and fiscally sound.  Collaborate with the ZFD and other ZFMs to evaluate staffing levels. Assist with coordination of requests for labor with other units of Facilities Management. Hire and layoff temporary tradespersons according to workload and authorization.  Oversee administrative functions including Workday, work orders, change orders, material procurement, purchase orders, equipment rentals, subcontracts, and training records and other required documentation. Oversee shop inventories; recommend equipment purchases and coordinate equipment repairs.  Coordinate all required record keeping, such as human resource documentation, training certifications, municipal inspections, MSDS, job warranties, operation and maintenance manuals, regulatory and compliance documentation, and other regulated materials. Coordinate record keeping with the FM Regulatory and Compliance Training Coordinator. | % |
| **Maintenance and Repair Management**  Responsible for day-to-day work assignments in one or several shops/functions including department staffing levels; plans, assigns and reviews work.  Plan, schedule, prioritize and assign workload; provide feedback and guidance regarding worksite activities and performance.  Provide guidance and advice on issues of best project delivery approach, workload, material and/or equipment.  Assist implementation of preventative maintenance programs, partnering with stakeholders to establish and/or coordinate systems and process upgrades.  Interpret blueprints, maps and estimates; determine and order job materials adhering to budget, ensure materials are received as appropriate.  Oversee use of equipment and tools; oversee shop inventories; recommend equipment purchases and coordinate equipment repairs.  Proactively communicate acknowledgement of work, job progress and completion. Serve as liaison with customers to provide effective guidance and communication, consult with various state and federal inspectors and agencies. | % |
| **Stewardship**  As a ZFM, in partnership with Zone Facilities Director develop an expertise for the facilities of units represented by the Zone and build effective customer relationships through proactive communication and responsiveness. Oversee the daily maintenance activities for the zone, partner with specialty shops and other service providers to ensure maintenance approach is achieved in accordance with Zone planning. Maintain, account for and report on the maintenance fund for the allocated zone.  Partner with FM Asset Management and Logistics on implementation of Asset Management Plans and Preventive Maintenance programs. Partner with ZFD and Maintenance Planners (MPs) to perform building inspections and project/maintenance investigations. Identify current or future facilities matters and provide recommended solutions; observe and report campus wide issues representing a high level of stewardship. | % |
| **Safety and training**  Oversee construction and renovation sites; inspect worksites to ensure safety compliance; report non-compliant safety issues to supervisor.  Ensure and execute safety in accordance with OSHA and University policies and procedures. Address and resolve non-compliant safety issues which may result in addressing individual performance. Implement best practices for safety.  Ensure all personnel remain proficient in trade by coordinating training and other staff development opportunities. Support Virtual Shops. Communicate with Facilities Management Training Coordinator to maintain and assist with training plans; perform employee training ensuring technical proficiency and safety in accordance with department goals and procedures. | % |
| **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.