Facilities and Safety Services Job Family: Facilities Projects Coordinator Progression

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

### GENERIC JOB PROFILE SUMMARIES

<table>
<thead>
<tr>
<th>PAY BAND: D (Non-Exempt)</th>
<th>PAY BAND: E</th>
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**Typical Projects**:
- **PAY BAND: D (Non-Exempt)**: In range up to $50,000 (not to exceed $100,000)
- **PAY BAND: E**: In range up to $250,000 (not to exceed $2M)
- **PAY BAND: F**: Range from $2M - $5M (not to exceed $10M)
- **PAY BAND: G**: Range from $2M - $5M and over $5M
- **PAY BAND: H**: Range from $2M - $5M and over $5M
- **PAY BAND: H**: Range from $2M - $5M and over $5M

**Risk & Complexity**:
- **PAY BAND: D (Non-Exempt)**: Low risk & complexity
- **PAY BAND: E**: Low to medium risk & complexity
- **PAY BAND: F**: Medium to high risk & complexity
- **PAY BAND: G**: High risk & complexity
- **PAY BAND: H**: High risk & complexity

**Coordinate activities with assigned projects and related administrative office duties. Oversee previously established projects within established guidelines.**

**PAP BAND: D (Non-Exempt)**: Advise and assist with coordinating project construction activities. Oversee previously established projects within established guidelines.

**PAY BAND: E**: Lead project teams independently in the execution of small to mid-size projects.

**PAY BAND: F**: Lead project teams independently in the execution of mid-sized to large or complicated projects. Work with other manager of projects and University and/or project stakeholders.

**PAY BAND: G**: Lead project teams independently in the execution of mid-sized to large or complicated projects. Work with other manager of projects and University and/or project stakeholders.

**PAY BAND: H**: Lead project teams in the execution of Cornell’s largest, most complicated projects. Provide project mgmt services on unusually challenging or large projects, manage major client relationships and specialized area of expertise that may require licensure or certification.

**PAY BAND: H**: Establish and lead project teams. Supervise project professionals, including project coordinators and project mgrs, as well as outside consultants. Provide direction and guidance on complicated highly visible projects.

**Provide routine information and updates relative to project activity, general project management, and financial status**

**PAY BAND: D (Non-Exempt)**: Prepare and/or assist in coordinating standard reports related to project activity, general project management, and financial status.

**PAY BAND: E**: Provide routine information and updates relative to project activity, general project management, and financial status.

**PAY BAND: F**: Prepare and review reports related to project activity, general project management, and financial status.

**PAY BAND: G**: Supervise and prepare complex reporting activities related to project activity, general project management, and financial status. Directly resolve discrepancies with project stakeholders and outside contractors.

**PAY BAND: H**: Provide technical expertise and guidance to teams in preconstruction services, including budget mgmt, scheduling, site logistics and value engineering.

**PAY BAND: H**: Work with project teams to establish and review processes for fiscal accountability.
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**Process purchase orders for work specified within the original contract**

**Prepare change orders and purchase orders for work specified within the original contract**

**Initiate change and purchase orders for work specified within the original contract**

**Initiate change and purchase orders for work specified within and outside the original contract**

**Initiate change orders and purchase orders for work specified within and outside the original contract. Provide guidance for significant change order process.**

**Prepare direction and approval for change order process. Partner with Contracts and Capital Projects Office to customize contract documents**

**Prepare project meeting agendas; take minutes at job meetings and distribute as appropriate**

**Review contractor bills and applications for payments; make recommendations for payments; resolve billing problems or inconsistencies. Monitor expenses against mid-size project budgets**

**Review and approve payment for project services; resolve billing problems or inconsistencies. Monitor expenses against mid-size project budgets**

**Supervise payments for project services; ensure that expenses are monitored against project budgets**

**Supervise payments for project services; ensure that expenses are monitored against project budgets**

**Control overall department operating budgets. Provide direction and assistance on resolving complex budgets problems.**

**Coordinate, and distribute contract documents**

**Assist with Request for Proposal (RFP) and negotiation process**

**Write RFP’s and negotiate professional fees and contracts for mid-size projects**

**Write RFP’s and negotiate professional fees and contracts for mid-size to large projects.**

**Write RFP’s and negotiate professional fees and contracts for largest most complex projects**

**Ensure and implement accountability of RFP process**

**Compile cost estimates, specifications, drawings, and construction documents for assigned projects**

**Assist in, or coordinate the preparation or review of, cost estimates, specifications, drawings, and project documents**

**Review and evaluate cost estimates; provide recommendation for mid-sized project components.**

**Partner in selection and approval for preferred project specifications for mid-size to large project components with University and/or project stakeholders.**

**Partner in selection and approval for largest most complex project components with University and/or project stakeholders.**

**Approve and ensure selection for project specifications meets University and/or project stakeholders.**

**Inspect and monitor field conditions and progress of work against project schedule; communicate any changes to sub-project schedule or funding**

**Supervise and inspect field conditions and progress of work against project schedule; resolve or recommend scheduling or funding modifications. May act as unit representative for programmatic needs of project in support of central facilities**

**Supervise and inspect field conditions and progress of work against project schedule; resolve and implement scheduling or funding modifications. May act as unit representative for programmatic needs of project in support of central facilities**

**Supervise and inspect field conditions and progress of work against project schedule; resolve and implement scheduling or funding modifications. Implement process to provide quality control for design and construction**

**Work with project teams to establish and review processes for quality control of design and construction projects.**

**Assist in determining project**

**Develop, organize, and direct**

**Develop, organize, and direct**

**Develop, organize, and direct**

**Ensure project teams have**
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**Pay Band:** D (Non-Exempt)

**Individual Contributor**

**Facilities Coordinator Projects I** - 10199

- Priorities
- Activities, focusing on identifying and prioritizing projects

**Facilities Coordinator Projects II** - 10200

- Coordinate with facility users regarding project impact
- Act as liaison among project participants to resolve problems or conflicts

**Facilities Coordinator Projects III** - 10201

- Work with project teams to identify proper utilization of project or departmental facilities.

**Pay Band:** E

**Individual Contributor**

**Facilities Coordinator Projects II** - 10200

- Priorities
- Activities focusing on identifying and prioritizing projects with University and/or project stakeholders.

**Facilities Coordinator Projects III** - 10201

- Coordinate with facility users regarding project impact
- Act as liaison among project participants to resolve problems or conflicts

**Pay Band:** F

**Individual Contributor**

**Facilities Coordinator Projects III** - 10201

- Work with project teams to identify proper utilization of project or departmental facilities.

**Pay Band:** G

**Individual Contributor**

**Facilities Manager Projects I** - 10622

- Work with project teams to identify proper utilization of project or departmental facilities.

**Pay Band:** H

**Individual Contributor**

**Facilities Manager Projects II** - 11376

- Lead project teams to identify and solve problems requiring strategic decisions; identify and develop both short- and long-range plans and strategies for the proper utilization of project or departmental facilities.

**Pay Band:** H

**Management**

**Facilities Director Projects** - 11377

- Lead project teams to identify and solve problems requiring strategic decisions; identify and develop both short- and long-range plans and strategies for the proper utilization of project or departmental facilities.

*Typical project dollar range and complexity does not solely determine band level*
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Assign projects to individuals and work teams. Establish work priorities and goals and monitor team and individual performance. Work with staff on professional development.
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<th>FACILITIES PROJECTS DIRECTOR</th>
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<tr>
<td>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</td>
<td>Technical school, trade school or specialized training beyond high school degree but short of a community college degree; 2 but less than 4 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.</td>
<td>Associate's degree; technical/vocational school degree; 3 but less than 5 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.</td>
<td>Bachelor's degree or equivalent; 5 but less than 7 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.</td>
<td>Bachelor's degree or equivalent; 10 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.</td>
<td>Bachelor's degree or equivalent; 10 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.</td>
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<tr>
<td>IMPACT</td>
<td>Extends beyond college/unit</td>
<td>Moderate impact</td>
<td>Moderate impact</td>
<td>Substantial impact</td>
<td>Substantial impact</td>
<td>Substantial impact</td>
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<tr>
<td>CONTACTS - INSIDE</td>
<td>Coordinate activities</td>
<td>Provide guidance</td>
<td>Provide guidance</td>
<td>Provide guidance</td>
<td>Coordinate major activities</td>
<td>Coordinate major activities</td>
</tr>
<tr>
<td>CONTACTS - OUTSIDE</td>
<td>Straightforward business</td>
<td>Providing information that exists within pre-established documents/programs</td>
<td>Providing/receive guidance, advice or information that must be analyzed and developed by the position</td>
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<td>Providing/receive guidance, advice or information that must be analyzed and developed by the position</td>
<td>Develop and make presentations and negotiate with others</td>
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<tr>
<td>CONTACTS - STUDENTS</td>
<td>Occasional contact to provide information and instruction</td>
<td>Limited contact</td>
<td>Limited contact</td>
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<tr>
<td>SUPERVISION</td>
<td>None given</td>
<td>None given</td>
<td>Occasional guidance on work methods or procedures to employees who do similar work</td>
<td>On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work</td>
<td>On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work</td>
<td>Day-to-day supervision to employees within the dept</td>
</tr>
<tr>
<td>COMPLEXITY</td>
<td>Focus on entire field</td>
<td>Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment</td>
<td>Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment</td>
<td>Occasionally required to develop new, imaginative or innovative solutions, services, products, processes, &amp; programs. Work requires sophisticated reasoning skills</td>
<td>Continually required to develop new innovative solutions, services, products, processes, &amp; programs. Work requires conceptual and imaginative thinking in a highly complex environment</td>
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<td>LEVEL OF DECISION MAKING</td>
<td>Responsible for making some decisions which require consideration of various criteria.</td>
<td>Responsible for making decisions within prescribed limits and/or providing input to others for decision-making</td>
<td>Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students</td>
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<td>FREEDOM OF ACTION</td>
<td>Directly affect a functional area Minimal effect on students and employees</td>
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<td>Directly affect an entire department Moderate effect on students and employees</td>
<td>Directly affect several dept within a college Significant effect on students and employees</td>
<td>Direct affects multiple functional areas Limited effect on students and employees</td>
<td>Directly affect more than one college, school or administrative unit Significant effect on students and employees</td>
</tr>
<tr>
<td>EFFECT OF DECISION MAKING</td>
<td>General supervision Some interpretation of established policies and procedures required</td>
<td>General supervision Some interpretation of established policies and procedures required</td>
<td>Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices</td>
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<td>Little direct supervision Considerable latitude for exercising judgment and self-direction</td>
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<td>WORKING CONDITIONS</td>
<td>Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.</td>
<td>Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required</td>
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