



## 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. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

### GENERIC JOB PROFILE SUMMARIES

| Facilities Coordinator Projects I<br>INDIVIDUAL CONTRIBUTOR   | Facilities Coordinator Projects II<br>INDIVIDUAL CONTRIBUTOR  | Facilities Coordinator Projects III<br>INDIVIDUAL CONTRIBUTOR  | Facilities Manager Projects I<br>INDIVIDUAL CONTRIBUTOR   | Facilities Manager Projects II<br>INDIVIDUAL CONTRIBUTOR  | Facilities Director Projects<br>MANAGEMENT   |
|---|---|--|---|---|--|
| <b>TYPICAL PROJECTS*:</b><br>IN RANGE UP TO \$50,000<br>(NOT TO EXCEED \$100,000)<br>LOW RISK & COMPLEXITY  | <b>TYPICAL PROJECTS*:</b><br>IN RANGE UP TO \$250,000<br>(NOT TO EXCEED \$2M)<br>LOW TO MEDIUM RISK & COMPLEXITY                            | <b>TYPICAL PROJECTS*:</b><br>RANGE FROM \$2M - \$5M<br>(NOT TO EXCEED \$10M)<br>MEDIUM RISK & COMPLEXITY | <b>TYPICAL PROJECTS*:</b><br>RANGE FROM \$2M- \$5M AND OVER<br>\$5M<br>MEDIUM TO HIGH RISK & COMPLEXITY   | <b>TYPICAL PROJECTS*:</b><br>RANGE FROM \$2M- \$5M AND OVER<br>\$5M<br>HIGH RISK & COMPLEXITY   | <b>TYPICAL PROJECTS*:</b><br>RANGE FROM \$2M- \$5M AND OVER<br>\$5M<br>HIGH RISK & COMPLEXITY  |
| Coordinate activities with assigned projects and related administrative office duties. Oversee previously established projects within established guidelines. | Advise and assist with coordinating project construction activities. Oversee previously established projects within established guidelines. | Lead project teams independently in the execution of small to mid-size projects.                         | 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.                                    | 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. | 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. |
| Prepare and/or assist in coordinating standard reports related to project activity, general project management, and financial status                          | Provide routine information and updates relative to project activity, general project management, and financial status                      | Prepare and review reports related to project activity, general project management, and financial status | 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. | Provide technical expertise and guidance to teams in preconstruction services, including budget mgmt, scheduling, site logistics and value engineering  | Work with project teams to establish and review processes for fiscal accountability  |

| <b>Facilities Coordinator Projects I<br/>INDIVIDUAL CONTRIBUTOR</b>  | <b>Facilities Coordinator Projects II<br/>INDIVIDUAL CONTRIBUTOR</b>   | <b>Facilities Coordinator Projects III<br/>INDIVIDUAL CONTRIBUTOR</b>   | <b>Facilities Manager Projects I<br/>INDIVIDUAL CONTRIBUTOR</b>  | <b>Facilities Manager Projects II<br/>INDIVIDUAL CONTRIBUTOR</b>  | <b>Facilities Director Projects<br/>MANAGEMENT</b>  |
|--|--|---|--|---|---|
| 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.  | Provide 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                                |  |   |  |   |   |
| Receive and process requests or applications for payments with project managers. Record expenses against project accounts. | Review contractor bills and applications for payments; make recommendations for payments; resolve billing problems or inconsistencies. Monitor expenses against sub-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 preferred project specifications 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                                    |

| Facilities Coordinator Projects I<br>INDIVIDUAL CONTRIBUTOR                              | Facilities Coordinator Projects II<br>INDIVIDUAL CONTRIBUTOR | Facilities Coordinator Projects III<br>INDIVIDUAL CONTRIBUTOR  | Facilities Manager Projects I<br>INDIVIDUAL CONTRIBUTOR   | Facilities Manager Projects II<br>INDIVIDUAL CONTRIBUTOR  | Facilities Director Projects<br>MANAGEMENT  |
|--|--|--|---|---|---|
|  | Assist in determining project priorities                     | Develop, organize, and direct activities, focusing on identifying and prioritizing projects  | Develop, organize, and direct activities focusing on identifying and prioritizing projects with University and/or project stakeholders. | Develop, organize, and direct activities focusing on identifying and prioritizing with University and/or project larger and more complex projects stakeholders. | Ensure project teams have processes in place for defining and prioritizing work tasks   |
|  | Coordinate with facility users regarding project impact      | Act as liaison among project participants to resolve problems or conflicts   | Work with project teams to identify proper utilization of project or departmental facilities.   | Work with project teams to identify proper utilization of project or departmental facilities.   | 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. |
| <i>*Typical project dollar range and complexity does not solely determine band level</i> |  |  |   |   |   |
|  |  | Manage mid-size project funds  | Be responsible for the administration (development and review) of mid-size to large project budgets, funds, and schedules               | Be responsible for the administration (development and review) of large, complex project budgets, funds, and schedules  | Guide project teams to ensure they have comprehensive, accurate cost models and project schedules   |
|  |  | Assist with preparation and negotiation for project terms and conditions, including variance process through public and municipal forums | Negotiate project terms and conditions, including variance process through public and municipal forums                                  | Negotiate project terms and conditions, including variance process through public and municipal forums  | Provide guidance and in-depth experience for negotiating and variance processes.  |
|  |  |  | Assist upper-level management in the planning process for projects significant in size, either financially and/or physically            | Assist upper-level management in the planning process for projects that are significant in their size, either financially and/or physically                     | Prepare planning studies such as work load forecasts, staffing plans, benchmarking studies  |
|  |  |  | Lead selection process for consultant, pre-construction and contractor selection when appropriate                                       | Lead selection process for consultant, pre-construction and contractor selection when appropriate   | Provide final recommendation and/or approval for consultant, pre-construction and contractor selection.   |

| Facilities Coordinator Projects I<br>INDIVIDUAL CONTRIBUTOR | Facilities Coordinator Projects II<br>INDIVIDUAL CONTRIBUTOR | Facilities Coordinator Projects III<br>INDIVIDUAL CONTRIBUTOR | Facilities Manager Projects I<br>INDIVIDUAL CONTRIBUTOR | Facilities Manager Projects II<br>INDIVIDUAL CONTRIBUTOR | Facilities Director Projects<br>MANAGEMENT  |
|---|--|---|---|--|---|
|   |  |   |   |  | Assign projects to individuals and work teams. Establish work priorities and goals and monitor team and individual performance. Work with staff on professional development |

**JOB FACTOR PROFILE TABLE**

| <b>FACTOR PROFILE</b>                               | <b>10199 FACILITIES PROJECTS COORDINATOR I, BAND D NEX</b>   | <b>10200 FACILITIES PROJECTS COORDINATOR II, BAND E</b>   | <b>10201 FACILITIES PROJECTS COORDINATOR III, BAND F</b>   | <b>10622 FACILITIES PROJECTS MANAGER I, BAND G</b>   | <b>11376 FACILITIES PROJECTS MANAGER II, BAND H</b>   | <b>11377 FACILITIES PROJECTS DIRECTOR, BAND H</b>   |
|---|--|---|--|--|---|---|
| <b>MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY</b> | Trade/technical/vocational school degree or equivalent; up to 2 years of experience or equivalent Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work. | Trade/technical/vocational school degree or equivalent; 2 but less than 4 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work. | Bachelor's degree or equivalent; 3 but less than 5 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work. | 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. | Bachelor's degree or equivalent; more than 10 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work. | Bachelor's degree or equivalent; more than 10 years of experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work. |
| <b>IMPACT</b>                                       | Extends beyond college/unit  | Moderate impact   | Moderate impact  | Substantial impact   | Substantial impact  | Substantial impact  |
| <b>CONTACTS - INSIDE</b>                            | Coordinate activities<br>Contribute to group projects  | Provide guidance<br>Coordinate activities   | Provide guidance<br>Coordinate activities  | Provide guidance<br>Coordinate activities  | Coordinate major activities<br>Persuade others to take particular course of action  | Coordinate major activities<br>Persuade others to take particular course of action  |
| <b>CONTACTS - OUTSIDE</b>                           | Straightforward business<br>Provide factual information<br>Handle confidential information   | Providing information that exists within pre-established documents/ programs  | Providing/receive guidance, advice or information that must be analyzed and developed by the position  | Providing/receive guidance, advice or information that must be analyzed and developed by the position  | Providing/receive guidance, advice or information that must be analyzed and developed by the position   | Develop and make presentations and negotiate with others  |
| <b>CONTACTS - STUDENTS</b>                          | Occasional contact to provide information and instruction  | Limited contact   | Limited contact  | Limited contact  | Limited contact   | Limited contact   |

| <b>FACTOR PROFILE</b>            | <b>10199 FACILITIES PROJECTS COORDINATOR I, BAND D NEX</b>                                 | <b>10200 FACILITIES PROJECTS COORDINATOR II, BAND E</b>   | <b>10201 FACILITIES PROJECTS COORDINATOR III, BAND F</b>  | <b>10622 FACILITIES PROJECTS MANAGER I, BAND G</b>   | <b>11376 FACILITIES PROJECTS MANAGER II, BAND H</b>  | <b>11377 FACILITIES PROJECTS DIRECTOR, BAND H</b>  |
|----------------------------------|--|---|---|--|--|--|
| <b>SUPERVISION</b>               | None given   | None given  | Occasional guidance on work methods or procedures to employees who do similar work  | On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work                                     | On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work   | Day-to-day supervision to employees within the dept  |
| <b>COMPLEXITY</b>                | Focus on entire field  | Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment | Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment | Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills | Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment | Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment |
| <b>LEVEL OF DECISION MAKING</b>  | Responsible for making some decisions which require consideration of various criteria.     | Responsible for making decisions within prescribed limits and/or providing input to others for decision-making                                  | Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students                               | Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students  | Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students  | Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students  |
| <b>FREEDOM OF ACTION</b>         | Directly affect a functional area<br>Minimal effect on students and employees              | Directly affect a functional area<br>Minimal effect on students and employees   | Directly affect an entire department<br>Moderate effect on students and employees   | Directly affect several dept within a college<br>Significant effect on students and employees  | Direct affects multiple functional areas<br>Limited effect on students and employees   | Directly affect more than one college, school or administrative unit<br>Significant effect on students and employees   |
| <b>EFFECT OF DECISION MAKING</b> | General supervision<br>Some interpretation of established policies and procedures required | General supervision<br>Some interpretation of established policies and procedures required  | Very general supervision<br>Interpretation of work policies and procedures required. May deviate from standard work practices                   | Very general supervision<br>Interpretation of work policies and procedures required. May deviate from standard work practices                                    | Little direct supervision<br>Considerable latitude for exercising judgment and self-direction  | Little direct supervision<br>Considerable latitude for exercising judgment and self-direction  |

| FACTOR PROFILE            | 10199 FACILITIES PROJECTS COORDINATOR I, BAND D NEX   | 10200 FACILITIES PROJECTS COORDINATOR II, BAND E  | 10201 FACILITIES PROJECTS COORDINATOR III, BAND F   | 10622 FACILITIES PROJECTS MANAGER I, BAND G   | 11376 FACILITIES PROJECTS MANAGER II, BAND H  | 11377 FACILITIES PROJECTS DIRECTOR, BAND H  |
|---------------------------|---|---|---|---|---|---|
| <b>WORKING CONDITIONS</b> | 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. | Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required | Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required | 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. | 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. | Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required |