



Facilities and Safety Services Job Family: **Supervisor-Manager Facilities 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

Specialty	Supervisor Facilities MANAGEMENT	Manager Facilities I MANAGEMENT	Manager Facilities II MANAGEMENT	Director Facilities MANAGEMENT	Senior Director Facilities MANAGEMENT	Senior Director Facilities II MANAGEMENT
General Duties		Perform/be able to perform most or all duties and responsibilities of Supv Facilities II	Perform/be able to perform most or all duties and responsibilities of Mgr Facilities I	Perform/be able to perform most or all duties and responsibilities of Mgr Facilities II	Perform/be able to perform most or all duties and responsibilities of Dir Facilities	Perform/be able to perform most or all duties and responsibilities of Dir Facilities
	Responsible for supervision of staff in facilities maintenance, referring complex cases to supervisor, as needed	Manage and supervise staff; prioritize and oversee daily maintenance and repair work and building infrastructure, referring complex cases to supervisor, as needed	Manage and oversee staff; direct building infrastructure of facilities operations	Direct and manage strategic direction of staff; plan and lead major work activity through the oversight of staff	Direct and manage strategic direction of staff; plan and lead major work activity through the oversight of staff	Responsible for providing high level, conceptual and imaginative strategic leadership and direction for large and/or highly complex organizations that have a significant university-wide impact. Serve as a university steward as a leader in the continuous development of new, imaginative, innovative or high-profile solutions as they pertain to various aspects of facilities.

Specialty	Supervisor Facilities MANAGEMENT	Manager Facilities I MANAGEMENT	Manager Facilities II MANAGEMENT	Director Facilities MANAGEMENT	Senior Director Facilities MANAGEMENT	Senior Director Facilities II MANAGEMENT
	Receive and assign maintenance requests for daily building infrastructure or facilities operations and assigned staff	Oversee, prioritize and direct the daily management and operation of building infrastructure. Diagnose and ensure appropriate response to routine and emergency maintenance requests	Direct building infrastructure or facilities operations; identify and recommend changes in services provided	Establish and maintain strong relationship with key stakeholders. Develop and implement changes in services provided	Serve as expert and key steward for operation of building infrastructure. Evaluate and assess services provided in relation to overall University building infrastructure models and direct appropriate action	Serve as expert and key steward for operation of building infrastructure. Evaluate and assess services provided in relation to overall University building infrastructure models and direct appropriate action
	Oversee and maintain records of ongoing training activity for area of responsibility	Inform staff of required training to meet college and university policies, federal, state and local regulations	Oversee and ensure the implementation of required safety and training programs adhering to university policies, federal, state and local regulations	Oversee and ensure the implementation of required safety and training programs adhering to university policies, federal, state and local regulations	Stay abreast of federal, state and local regulations. Develop university policy to adhere to federal, state and local regulations	Stay abreast of federal, state and local regulations. Develop university policy to adhere to federal, state and local regulations
	Acting as primary liaison for construction and repairs	Oversee and ensure repairs are completed				
	In cooperation with department personnel, gather information and assist preparation of department budgets and monitor ongoing expenses	Implement and oversee department budget and planning and on-going expenses, assist preparation of annual budgets	Develop and prepare annual budgets; manage related accounts; monitor and report on expenditures	Develop and prepare annual budgets; manage related accounts; monitor and report on expenditures	Develop and oversee budget and operations for multiple major functional areas	Develop and oversee budget and operations for multiple major functional areas
	Assist in the development of procedures and policies related to assigned area	Partner in the development of procedures and policies related to assigned area	Develop procedures and policies related to assigned area	Assess assigned areas' procedures and policies in conjunction with University policies	Ensure and enforce University compliance in conjunction with University policies	Ensure and enforce University compliance in conjunction with University policies
	Oversight of furniture moves, building(s) security, and inventory control; handle contract negotiations	Participate in the planning, implementation and coordination of construction/renovation and/or capital projects	Guide and recommend planning and implementation of construction/ renovation and/or capital projects	Direct capital planning process. Develop budget analysis and definition of project plans, both short- and long-term	Directs the development, definition and analysis of project plans, both short and long term; modifies plans as needed to align with University objectives	Directs the development, definition and analysis of project plans, both short and long term; modifies plans as needed to align with University objectives

Specialty	Supervisor Facilities MANAGEMENT	Manager Facilities I MANAGEMENT	Manager Facilities II MANAGEMENT	Director Facilities MANAGEMENT	Senior Director Facilities MANAGEMENT	Senior Director Facilities II MANAGEMENT
	Identify and recommend purchases as applicable	Manage and supervise purchasing recommendations as applicable	Oversee purchasing functions as applicable to area of responsibility. Recommend methods to ensure expenses are monitored against project budgets to measure cost effectiveness and efficiency of purchased services	Administers significant payments for project services and oversees operating expenses; approval authority ensuring control of project budgets Develop methods to measure cost effectiveness and efficiency of purchased services. Provide guidance on purchasing standards.		
			Recommend, and/or assist in the preparation of, project feasibility or analysis for University leadership review	Prepare and present project feasibility or analysis for University leadership review		
		Contribute to development of specifications; assist preparation of proposals and/or project documents	Develop specifications; prepare proposals and/or project documents	Approve specifications and finalize proposals and/or project documents		
			Supervises, inspects, and troubleshoots moderately complex field conditions and progress of work against project schedule	Oversees and troubleshoots complex field conditions and progress of work against project schedule		
		Research and obtain estimates	Analyze estimated and provide recommendation for bid acceptance on construction/renovation and/or capital projects	Analyze estimated and provide recommendation for bid acceptance on construction/renovation and/or capital projects		

Specialty	Supervisor Facilities MANAGEMENT	Manager Facilities I MANAGEMENT	Manager Facilities II MANAGEMENT	Director Facilities MANAGEMENT	Senior Director Facilities MANAGEMENT	Senior Director Facilities II MANAGEMENT
			Consult with University officers, dept heads or other University clients regarding costs related to design, construction and/or other related costs of projects or other activity	Recommend and guide University officers, dept heads or other University clients regarding costs related to design, construction and/or other related costs of projects or other activity		
			Negotiates contracts and assures adherence to schedules, terms and conditions. May work with local ordinance to negotiate variances	Negotiates contracts, variance with local ordinances, assures adherence to schedules, terms and conditions		
	Supervise and assign work to custodial staff	Manage functional operations of building infrastructure activity including maintenance and custodial functions	Manages functional operations of building infrastructure activity including maintenance and custodial functions, engineering, project management and/or the purchase and distribution of utilities	Direct a major functional areas operations such as maintenance and custodial functions engineering, project management and/or the purchase and distribution of utilities		
<u>Zone Structure</u>	<u>Unit Facilities Representative</u> Act as Unit Facilities Representative and have responsibility to zone structure	<u>Unit Facilities Representative</u> Act as Unit Facilities Representative and have responsibility to zone structure <u>OR</u> <u>Unit Facilities Manager</u> Serve as key point of contact for all zone service providers; assist Unit Facilities Director with strategic planning pertaining to the Unit's	<u>Unit Facilities Manager</u> Serve as key point of contact for all zone service providers; assist Unit Facilities Director with strategic planning pertaining to the Unit's physical facilities;	<u>Unit Facilities Director</u> Collaborate with Zone Campus Management on unit facilities strategic planning ensuring work is completed in accordance with Cornell approval process and all	<u>Zone Campus Management</u> Serve as Campus Manager and strategic partner to assigned zone, key stakeholder and Facilities services.	<u>Zone Campus Management</u> Serve as Campus Manager and strategic partner to assigned zone, key stakeholder and Facilities services.

Specialty	Supervisor Facilities MANAGEMENT	Manager Facilities I MANAGEMENT	Manager Facilities II MANAGEMENT	Director Facilities MANAGEMENT	Senior Director Facilities MANAGEMENT	Senior Director Facilities II MANAGEMENT
		<p>physical facilities; emergency planning; and safety, health and environmental compliance.</p> <p style="text-align: center;"><u>OR</u></p> <p><u>Associate Zone Facilities Manager</u> Assist Zone Facilities Manager in managing, planning and prioritizing maintenance needs for assigned zone, in support of Cornell stewardship including life cycle decisions, CU design standards and NY building codes.</p>	<p>emergency planning; and safety, health and environmental compliance.</p> <p style="text-align: center;"><u>OR</u></p> <p><u>Unit Facilities Director</u> Collaborate with Zone Campus Management on unit facilities strategic planning ensuring work is completed in accordance with Cornell approval process and all applicable building codes.</p> <p>Lead unit level efforts and interface with University Officials, departments, contractors and regulatory officials on issues pertaining to the Unit's physical facilities; emergency planning; and safety, health and environmental compliance.</p> <p style="text-align: center;"><u>OR</u></p> <p><u>Zone Facilities Manager</u> Serve as key resource for Unit Facilities Manager/Director of the Zone. Provide advice, guidance and oversight on facilities matters oversight of facilities related matters in support of Cornell stewardship including life cycle decisions, CU design standards and NY building codes. Manage maintenance activities for</p>	<p>applicable building codes.</p> <p>Lead unit level efforts and interface with University Officials, departments, contractors and regulatory officials on issues pertaining to the Unit's physical facilities; emergency planning; and safety, health and environmental compliance.</p>	<p>Serve as key resource for Unit Facilities Director of the zone. Provide advice, guidance and oversight of facilities matters in support of Cornell stewardship including life cycle decisions, CU design standards and NY building codes.</p> <p>Represent and advocate the zone needs and support development of capital plan to the VP Facilities Services, FS Leadership team, the CPG, Sr. Administration and B&P Trustee Board.</p>	<p>Serve as key resource for Unit Facilities Director of the zone. Provide advice, guidance and oversight of facilities matters in support of Cornell stewardship including life cycle decisions, CU design standards and NY building codes.</p> <p>Represent and advocate the zone needs and support development of capital plan to the VP Facilities Services, FS Leadership team, the CPG, Sr. Administration and B&P Trustee Board.</p>

Specialty	Supervisor Facilities MANAGEMENT	Manager Facilities I MANAGEMENT	Manager Facilities II MANAGEMENT	Director Facilities MANAGEMENT	Senior Director Facilities MANAGEMENT	Senior Director Facilities II MANAGEMENT
			the zone, including life cycle replacement planning, preventative maintenance scheduling, systems upgrades and annual upkeep and leverage facilities resources for the zone.			

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10923 SUPERVISOR FACILITIES, BAND E	10604 MANAGER FACILITIES I, BAND F	10605 MANAGER FACILITIES II, BAND G	10253 DIRECTOR FACILITIES, BAND H	11347 SENIOR DIRECTOR FACILITIES, BAND I	11801 SENIOR DIRECTOR FACILITIES II, BAND I
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/technical/ vocational school degree or equivalent; more than 2 but less than 4 years experience or equivalent. May be required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree; more than 3 but less than 5 years experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree; more than 5 but less than 7 years experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree; more than 7 but less than 10 years experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree; more than 10 years experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree; more than 10 years experience or equivalent. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.
IMPACT	Moderate impact	Moderate impact	Moderate impact	Substantial impact	Significant impact	Significant impact
CONTACTS - INSIDE	Assists others Cooperation of task completion	Provide guidance to others Coordinate activities	Coordinate major activities Persuading others to take particular course of action	Coordinate major activities May involve sensitive situations	High-level interaction May involve highly sensitive or confidential activities	High-level interaction May involve highly sensitive or confidential activities
CONTACTS - OUTSIDE	Provide information within pre-established documents or 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	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Occasional contact to provide information and instruction	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	10923 SUPERVISOR FACILITIES, BAND E	10604 MANAGER FACILITIES I, BAND F	10605 MANAGER FACILITIES II, BAND G	10253 DIRECTOR FACILITIES, BAND H	11347 SENIOR DIRECTOR FACILITIES, BAND I	11801 SENIOR DIRECTOR FACILITIES II, BAND I
SUPERVISION	Day-to-day supervision to employees within the dept	None	Day-to-day supervision to employees within the dept	Day-to-day supervision to employees within the dept	Provide supervisory direction to other managers	Provide supervisory direction to other managers
COMPLEXITY	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	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Occasionally required to develop new innovative solutions, services, products, processes, & programs. Work requires sophisticated reasoning skills	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment	Continually required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires conceptual and imaginative thinking in a highly complex and uncharted environment
LEVEL OF DECISION MAKING	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	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Directly affect multiple functional areas Limited effect on students and employees	Directly affect an entire dept Moderate effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly affect more than one college, school, administrative unit, etc	Directly affect more than one college, school, administrative unit, etc	Directly affect more than one college, school, administrative unit, etc
EFFECT OF DECISION MAKING	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction

FACTOR PROFILE	10923 SUPERVISOR FACILITIES, BAND E	10604 MANAGER FACILITIES I, BAND F	10605 MANAGER FACILITIES II, BAND G	10253 DIRECTOR FACILITIES, BAND H	11347 SENIOR DIRECTOR FACILITIES, BAND I	11801 SENIOR DIRECTOR FACILITIES II, BAND I
WORKING CONDITIONS	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	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	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required