

## FACILITY OPERATIONS SERIES

| <u>Code No.</u> | <u>Class Title</u>              | <u>Occ. Area</u> | <u>Work Area</u> | <u>Prob. Period</u> | <u>Effective Date</u> | <u>Last Action</u> |
|-----------------|---------------------------------|------------------|------------------|---------------------|-----------------------|--------------------|
| 2379            | Facility Operations Specialist  | 03               | 593              | 6 mo.               | 12/01/19              | Revised            |
| 2378            | Facility Operations Coordinator | 03               | 593              | 6 mo.               | 12/01/19              | Revised            |

### Promotional Line: 254

#### Series Narrative

Employees in this series are engaged in the effective management, operation, and safety of university facilities.

#### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Facility Operations Specialist** **2379**

Employees at this level are responsible for the effective management, operation, and safety of a university facility. They work under general supervision from a designated administrator(s).

A Facility Operations Specialist typically –

1. assists in planning, directing and coordinating activities that are internal and/or external to departments concerned with the operation of university facilities such as space utilization, renovations, maintenance, compliance programs, etc.;
2. assists with personnel functions such as selecting, training, supervising, evaluating, and/or establishing staff work schedules and assignments;
3. assists in planning, scheduling, directing and coordinating the use of university facilities; processes facility use requests for approved events;
4. assists with administrative duties directly related to the operation of university facilities;
5. assists with financial activities and/or reporting pertaining to the departments;
6. prepares reports on operations of the university facility;
7. implements policies, goals, objectives, or procedures;
8. maintains inventory of university property; prepares and processes order requests for supplies and inventory; organizes and processes receipts and/or invoices of goods and services;
9. performs other related duties as assigned.

**Level II: Facility Operations Coordinator****2378**

Employees at this level are responsible for the effective management, operation, and safety of a university facility. They work under administrative supervision from a designated administrator(s).

A Facility Operations Coordinator typically –

1. plans, directs and coordinates activities that are internal and/or external to departments concerned with the operation of university facilities such as space utilization, renovations, maintenance, etc.;
2. oversees personnel functions such as selecting, training, supervising, evaluating, and/or developing staff work schedules and assignments;
3. plans, schedules, directs, and coordinates the use of university facilities; approves facility use requests for approved events;
4. directs administrative activities directly related to the operation of university facilities;
5. assesses financial activities and/or reports pertaining to the departments;
6. assesses reports on operations of the university facility;
7. develops, establishes, and implements policies, goals, objectives, or procedures concerned with the operation of university facilities;
8. manages inventory of university property; authorizes order requests for supplies and inventory; reviews receipts and/or invoices of goods and services;
9. performs other related duties as assigned.

**MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:****Level I: Facility Operations Specialist****2379****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. Any one or combination totaling **two (2) years (24 months)** from the categories below:
  - A. college course work in facility management, operations management, or a closely related field, as measured by the following conversion table or its proportional equivalent:

- 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**

- B. training from a vocational, technical, or an armed forces program which includes building operations such as coordination of building maintenance, construction management, hospitality, or closely related experience.
- C. work experience which includes building operations such as coordination of building maintenance and work orders, construction management, hospitality, or closely related experience.

#### KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of principles and processes for providing customer service.
2. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications, as needed.
3. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
4. Knowledge of electronic equipment, computer hardware and software, and their applications.
5. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
6. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
7. Ability to understand implications of new information for both current and future problem-solving and decision-making.
8. Ability to exhibit strong organizational skills and maintain detailed, accurate records.
9. Ability to communicate effectively as appropriate for the needs of the audience.
10. Ability to interpret work related documents, policies, and procedures.

#### **Level II: Facility Operations Coordinator**

**2378**

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent

2. Any one or combination totaling **three (3) years (36 months)** from the categories below:
  - A. college course work in facility management, operations management, or a closely related field, as measured by the following conversion table or its proportional equivalent:
    - 60 semester hours or an Associate's Degree equals **one (1) year (12 months)**
  - B. training from a vocational, technical, or an armed forces program which includes building operations such as coordination of building maintenance, construction management, hospitality, or closely related experience.
  - C. work experience which includes building operations such as coordination of building maintenance and work orders, construction management, hospitality, or closely related experience.
3. **One (1) year (12 months)** of supervisory or administrative experience which includes building operations such as coordination of building maintenance and work orders, construction management, hospitality, or closely related experience.

#### KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, data entry, designing forms, and other office procedures and terminology.
2. Knowledge of electronic equipment, computer hardware and software, and their applications.
3. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
4. Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
5. Ability to identify measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
6. Ability to understand implications of new information for both current and future problem-solving and decision-making.
7. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Ability to exhibit strong organizational skills and maintain detailed, accurate records.

9. Ability to communicate effectively as appropriate for the needs of the audience.
10. Ability to interpret work related documents, policies, and procedures.