

JOB INFORMATION

Job Code	NC54
Job Description Title	Mgr, Building Plan & Systems
Pay Grade	FM13
Range Minimum	\$46,580
33rd %	\$55,890
Range Midpoint	\$60,550
67th %	\$65,210
Range Maximum	\$74,520
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Coordinates the operation and maintenance of assigned buildings and facilities to include repairing HVAC and electrical distribution systems as well as other equipment.

RESPONSIBILITIES

- Inspects all rooms on a daily basis to identify any deficiencies related to equipment or building and coordinates a resolution with internal personnel and external vendors.
- Maintains computer lab to include (but not limited to) instructing faculty and staff in the use of multimedia equipment and assisting in the maintenance of computer equipment.
- Repairs and maintains buildings, facilities, and equipment to include (but not limited to) plumbing, HVAC, electrical, drainage, and specialized scientific equipment.
- Assists in the planning of facility needs to include new construction.
- Maintains records and documentation regarding work activities, supplies, and equipment used.
- Oversees and manages laboratory safety and security issues within assigned buildings to include training personnel on OSHA safety procedures and coordinating key card access control.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School	High School Diploma or equivalent		10 years of	Experience with repair and maintenance of buildings to include HVAC and electrical distribution systems, scientific equipment, computer equipment and programs, and multimedia technology	

Substitutions Allowed for Experience ☐ Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of HVAC systems, electrical distribution systems, and pneumatic operations.	
Ability to read blueprints, to diagnose and repair HVAC, electrical distribution systems, and computer and multi-media equipment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: ☐ Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.