



Job Title	Asset Specialist I	Job Code	FS0815
Pay Plan	USPS	Pay Grade	15
Union	AFSCME	FLSA Status	Non-Exempt
Job Family	Facilities	Union Code	021
		Subfamily	Facilities Administration

Job Family & Subfamily Summary

Facilities Professionals plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

Facilities Administration Professionals provide executive leadership to various units within the facilities areas.

Job Summary

Responsible for ensuring that the department is running optimally. Assists with creation, accuracy, and maintains configuration management of University Preventive Maintenance on all campuses.

Representative Duties

1.
 - Processes and completes change request work orders
 - Assists with updates to templates and standards
 - Assists with ordering parts and managing automated parts ordering
 - Assists with procedure development
2.
 - Meets with contractors
 - Provides technical support
 - Supervises installation or research experiments
 - Builds, installs and prepares research equipment and provides training
 - Administers research space
 - Manages inventory

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience OR 0+ years of relevant work experience with a Bachelor's degree		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.