



Job Title	Asset Specialist II, III	Job Code	FS0746, FS0750
Pay Plan	A&P	Pay Grade	16, 17
Union	Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	000
		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 providing reports and metrics on department efficiency. Assists with preventive maintenance and asset management.

Representative Duties

1.
 - Creates and manages reports to provide feedback and data
 - Analyzes data for trends and opportunities
 - Assists with preventive maintenance and asset management
 - Writes procedures makes system changes to templates, and standards
 - Creates online forms and updates documents and links
 - Updates zone maps and contact information
 - Manages small projects

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
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 II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- 4+ years of relevant work experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

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.