



Job Title	Building Specialist I, II	Job Code	FS0726, FS0744
Pay Plan	USPS	Pay Grade	16, 17
Union	AFSCME	FLSA Status	Exempt
Job Family	Facilities	Union Code	022
		Subfamily	Maintenance

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.

Maintenance Professionals perform a broad range of duties essential to efficient, effective, and safe operation of facilities and services within and across the university.

Job Summary

Responsible for the assessment of Facilities Operations Maintenance programs and providing feedback to the Director of Quality Management and Improvement to enhance efficiency within the department. Performs inspections and testing of building equipment systems, performing cost estimates for the purpose of condition assessment. Assists in updating the data to ensure comprehensive executive reporting.

Representative Duties

1.

- Inspects, investigates, records, and monitors F&S activities and results
- Reports and documents compliance and improvement findings, makes recommendations, and evaluates standards
- Analyzes data (database, logs, other sources) for trends and make recommendations for improving processes
- Reviews, evaluates, and assesses administrative components of F&S business, such as plans, policies, procedures, processes, and practices, and makes recommendations for improvement
- Performs audits or assessments for compliance and improvement and documents findings for actions
- Maintains QMI records such as issues log and F&S recognized database
- Performs work in an environment with multiple and changing priorities
- Solves problems, troubleshoots, and develops strategies and provide solutions
- Cross trains with co-workers on QMI responsibilities
- Acts in the capacity of essential personnel during an emergency
- Ensures safe working environment

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

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

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.