



Job Title	Facilities Specialist I, II, III	Job Code	FS0719, FS0725, FS0749
Pay Plan	USPS	Pay Grade	16, 17
Union	Non-Union	FLSA Status	Exempt & Non-Exempt
Job Family	Facilities	Union Code	0
		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

Oversees operation, inventory, maintenance, research instrumentation and facilities of the department.

Representative Duties

1. Building Liaison

- Facilitates the exchange of information between the buildings' occupants and facility-related departments; supports first responders with information about building(s); and approve their interior and exterior use
- Designated Key Manager/Security Access Representative (KM/SAR) who manages building and room access through the key request process and maintains key records
- Coordinates with Facilities Operations, Facilities, Planning and Construction and Computer Services and Telecom to schedule work that maintains or improves the proper working conditions of the space
- Monitors progress of work orders to completion and provide status updates to stakeholders
- Collaborates with department Space Committee to plan best allocation and utilization of space
- Manages and coordinates the decommissioning of laboratories and the movement of faculty into new labs and offices

2. Department Property Custodian

- Maintains inventory control for the department's assets and ensures compliance with UCF property control regulations
- Facilitates sharing to avoid unnecessary duplication of major equipment purchases
- Ensures proper operation and maintenance of all major departmental instrumentation through preventative and regular maintenance
- Ensures that equipment is properly certified and that users are appropriately trained to operate equipment
- Coordinates the proper disposal of excess, damaged or obsolete property through UCF's surplus department

3. Department Authorized Purchasing Requester

- Purchases equipment and supplies for teaching and research needs
- Follows all purchasing guidelines set forth by UCF's Procurement Department
- Facilitates reimbursements from the department's UCF Foundation accounts
- Verifies receipt and inspection of purchased items and resolves shipment errors with suppliers
- Builds relationships with a wide cross section of suppliers

4. Motor Fleet Administrator

- Audits and maintains mileage and maintenance records for all department-owned vehicles as regulated in by UCF and the College of Sciences guidelines
- Manages vehicle reservations for vehicles in the shared motor fleet and communicates use and reservation procedures to users of vehicles
- Encourages user compliance with UCF regulation by a series of checks and balances

- Manages invoicing and collection procedures for vehicles
- Collaborates with Department Chair and other key employees to analyze processes and operations, identify areas of improvement, make recommendations based on findings, and implement agreed upon directives

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

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.