



Job Title	Maintenance Planner I, II	Job Code	FS0732, FS0740
Pay Plan	USPS/A&P	Pay Grade	17, 18
Union	AFSCME/Non-Union	FLSA Status	Exempt
Job Family	Facilities	Union Code	20, 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 and administers maintenance-related activities and requests for assigned facilities. Responsibilities include HVAC, landscaping, pest control, housekeeping, keys, life safety, emergency response, building code compliance, facilities improvements and construction, budget, billing, personnel, customer service, vendor services, safety/security, environmental health, and utilities.

Representative Duties

1. Maintenance and Repairs

- Serves as administrator and liaison to ensure that service providers complete their tasks in a timely and efficient manner
- Oversees the housing key services
- Serves as a representative for construction, alteration, and improvement projects, acting as a project manager on certain projects
- Conducts inspections of completed work
- Develops preventative maintenance plans
- Conducts building facilities condition index inspections
- Ensures capital renewal projects are being completed, and that equipment life cycles are within standards

2. Administration

- Prepares annual facility budgets
- Develops and forecasts project plans
- Monitors vendor services contracts
- Resolves customer service issues

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	See Level Addendum below	
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 I

- Completion of an approved apprenticeship program in a recognized trade and two (2) years of relevant work experience, or a high school diploma and two (2) years
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- Bachelor's or Master's degree and 4+ years relevant 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.