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|-------------------|---------------------------------------|--------------------|---------------------------|
| Job Title | Manager, Facilities Maintenance I, II | Job Code | FS0429, FS0416 |
| Pay Plan | A&P | Pay Grade | 19, 20 |
| Union | Non-Union | FLSA Status | Exempt |
| Job Family | Facilities | Union Code | 0 |
| | | 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 involve the executive leadership of the various units within the Facilities areas.

Job Summary

Supervises, trains, plans, schedules, and coordinates the workload for assigned employees to ensure safety, quality, maintenance, sanitation, and proper functioning of all buildings, systems, equipment, and surrounding environment. Serves as customer contact, representing the organization, and ensuring effective communication and customer satisfaction.

Representative Duties

1. People Management

- Communicates job expectations, plans, monitors, and appraises job contributions
- Adheres to established departmental SOPs, applicable state and federal guidelines, and the unit process guide
- Maintains accurate records on all employee documentation

2. Project Management

- Analyzes and categorizes work backlog by prioritizing and assigning effort required for work completion
- Ensures that life safety and urgent work orders are responded to and resolved
- Provides the team with complete planned work packages by maintaining and entering accurate data in the system
- Develops purchase orders with scope of work to be performed by contractors, complying with UCF's purchasing guidelines
- Provides schedules that coordinate between zone supervision, work groups or trades, vendors, customers, UCF and state inspectors, and other stakeholders required to complete a job
- Works with appropriate stakeholders to schedule utility and equipment shutdowns required to complete projects

3. Records and Reports

- Analyzes schedule status and forecast of manpower availability
- Creates custom reports

4. Inspection

- Inspects jobs and contractor work for completeness, fulfillment of the identified scope, and general quality
- Maintains safe and healthy work environment by following standards and procedures; complying with legal codes and regulations

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 I

- 4+ 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

- 4+ 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.