

| | | | |
|--------------|-------------------------------------|-------------|--|
| Job Family | Facilities Development and EHS | Job Summary | Involves inspections of construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance when applicable. |
| Job Function | Inspection | | |
| Category | Supervisory & Management | | |

| | | |
|-------------------|---|---|
| Job Level | Supervisor 1 | Supervisor 2 |
| Job Title | Inspection Supv 1 | |
| Job Code | 7180 | |
| Tracking Code | A2013 | |
| Personnel Program | PSS | PSS |
| FLSA | Exempt | Exempt |
| Generic Scope | Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures. | Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives. |
| Custom Scope | Directs subordinates that inspects buildings including gathering property asset inventory information on facility, systems, assets and infrastructure. Staff collects information to develop cost estimates, but also to collect data used for developing strategic preventive maintenance programs, replacement retro fitting, carpentry, painting and plastering, service of machinery, electrical maintenance and custodial. Includes call center triage and tracking of repair services. | |
| Key Resp 01 | Supervises building inspection staff that inspect, inventory and document real property assets. | |
| Key Resp 02 | Schedules and assigns inspection work and monitors ongoing assignments. | |
| Key Resp 03 | Ensures that collected inventory and condition data adheres to existing data collection format. | |
| Key Resp 04 | Notifies appropriate location personnel of any danger of damage of physical assets, research, human or animal life, or environment. | |
| Key Resp 05 | Ensures data integrity in reviewing assessments for consistency, comprehension and accuracy. | |
| Key Resp 06 | Sets work schedules and project priorities; selects, trains and supervises staff. | |
| Key Resp 07 | Recognizes operational and facilities related processes and recommends improvements. | |
| Key Resp 08 | | |

| | | | |
|--------------|-------------------------------------|-------------|--|
| Job Family | Facilities Development and EHS | Job Summary | Involves inspections of construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance when applicable. |
| Job Function | Inspection | | |
| Category | Supervisory & Management | | |

| Job Level | Supervisor 1 | Supervisor 2 |
|-------------|--|--------------|
| Key Resp 09 | | |
| Key Resp 10 | | |
| Key Resp 11 | | |
| Key Resp 12 | | |
| Key Resp 13 | | |
| Key Resp 14 | | |
| Key Resp 15 | | |
| Education 1 | Bachelor's degree in related area and / or equivalent experience / training. | |
| Education 2 | | |
| Education 3 | | |
| Education 4 | | |
| License 1 | | |
| License 2 | | |
| License 3 | | |
| License 4 | | |
| Cert 1 | | |
| Cert 2 | | |
| Cert 3 | | |
| Cert 4 | | |
| Spec Cond 1 | | |
| Spec Cond 2 | | |
| Spec Cond 3 | | |
| Spec Cond 4 | | |
| KSA 01 | Proven knowledge of building construction, or maintenance or operation of facilitate systems or utility site infrastructure systems | |
| KSA 02 | Working knowledge of policies and procedures relative to facilities maintenance, equipment, customer service, dispatch, building maintenance, safety and emergency preparedness. | |
| KSA 03 | Demonstrated leadership skills in hiring, training, mentoring, evaluating, disciplining employees. Actively cooperates and supports the work of others. | |
| KSA 04 | Ability to effectively manage multiple priorities and execute plans to meet deadlines. | |
| KSA 05 | Good interpersonal skills, including active listening, critical thinking, and | |

| | | | |
|--------------|-------------------------------------|-------------|--|
| Job Family | Facilities Development and EHS | Job Summary | Involves inspections of construction projects for conformance to project plans and specifications, applicable codes and standards, policies and procedures; quality control and assurance when applicable. |
| Job Function | Inspection | | |
| Category | Supervisory & Management | | |

| Job Level | Supervisor 1 | Supervisor 2 |
|---------------|--|--------------|
| | ability to multi-task effectively, persuasion / negotiation, mentoring, leadership / supervision, problem solving, operations analysis and quality control analysis. | |
| KSA 06 | Organizational skills to assign work and projects to staff, and monitor assignments and performance. | |
| KSA 07 | Experience estimating for repair or replacement of building and infrastructure systems. | |
| KSA 08 | Ability to perform all commonly applicable functions in word processing, spreadsheet and project management software. | |
| KSA 09 | Comprehensive knowledge and experience implementing or operating computerized maintenance management system, and ability to teach others. | |
| KSA 10 | | |
| KSA 11 | | |
| KSA 12 | | |
| KSA 13 | | |
| KSA 14 | | |
| KSA 15 | | |
| Environment | Campus, medical center or other university setting and various external venues. | |
| Career Path 1 | Career Path open | |
| Career Path 2 | | |
| Career Path 3 | | |
| Career Path 4 | | |
| Career Path 5 | | |
| Career Path 6 | | |