Facilities Specialist: Facilities Specialist I

Plans utilization of space and facilities for company consistent with requirements of organizational efficiency, and available facilities and funds. Plans, directs and manages all phases of equipment and machinery maintenance, facilities modification and building projects from establishment of design concepts through design and implementation. Ensures project requirements are defined, contract and contract changes are negotiated, operating budgets established, and financial terms/conditions of contract are identified. Acts as primary contact for facilities, and equipment and machinery maintenance, project activities and leads project reviews of cost, schedule and technical performance. Establishes milestones and monitors adherence to master plans, budgets and schedules. Identifies problems and develops solutions, such as allocation of resources or changing project scope. May coordinate the work of employees assigned to the project.

Knowledge
Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

Problem Solving
Solves routine problems of limited scope and complexity following established policies and procedures.

Discretion/Latitude
Work is closely supervised. Follows specific, detailed instructions.

Impact
Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison
Contacts are primarily with immediate supervisor and other personnel in the section or group.

Work Products (Examples may include but are not limited to)
Provides layouts, designs, and/or plans projects based on information provided by Facilities Management. Minimal interface with end-user environment. Investigative study on equipment and/or projects conducted with some supervision.

Minimum Education and Experience
1+ Years directly related experience with Bachelor's Degree in Engineering or related field. Basic MS Word, PowerPoint and Excel skills.