

Facilities Specialist: Facilities Specialist II

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

Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts and principles.

Problem Solving

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

Discretion/Latitude

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

Impact

Contributes to the completion of organizational projects and goals. Errors in judgment or failure to achieve results would normally require a moderate expenditure of resources to rectify.

Liaison

Frequent internal company and external contacts. Represents organization on specific projects.

Work Products (Examples may include but are not limited to)

Provides layouts, designs, and/or plans projects based on general information provided by Facilities Management. More interface with end-user community and less supervision required to complete project tasks.

Minimum Education and Experience

3+ Years directly related experience with Bachelor's Degree in Engineering or related field. Intermediate MS Word, PowerPoint and Excel skills.