

Facilities Specialist

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.

Level 1		Level 2		Level 3		Level 4	
Facilities Specialist I		Facilities Specialist II		Facilities Specialist III		Sr. Facilities Specialist	
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts and principles.		Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans, schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	
Liaison	Contacts are primarily with immediate supervisor and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.	
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.	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.		Designs, specifies, and manages construction and renovation projects for office, labs, clean rooms, and manufacturing spaces. Provides detailed layout designs working directly with end-users with minimal supervision. Recommends and specifies equipment, methods, cost estimates, and utility requirements.		Makes recommendations for replacement of equipment, renovation of areas, site improvements, and leads engineering activities through supervision of other engineers, directing projects, leading energy saving efforts, recommending and leading process improvement efforts. Supervision provided as general guidelines and goals.	
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.	3+ Years directly related experience with Bachelor's Degree in Engineering or related field. Intermediate MS Word, PowerPoint and Excel skills.		6+ Years directly related experience with Bachelor's Degree in Engineering or related field. Advanced MS Word, PowerPoint and Excel skills.		10+ Years directly related experience with Bachelor's Degree in Engineering or related field. Advanced MS Word, PowerPoint and Excel skills.	