

Career Group Concept & Illustrative Examples of Work

Physical Plant Management

(To Replace: UH Auxiliary & Facilities Services Officer I-VI,
UH Auxiliary Services Manager, UH Faculty Housing Officer,
UH Dormitory Resident Manager and UH Student Housing Coordinator I-II)

Career Group Concept

The Physical Plant Management Career Group consists of positions that supervise and manage the delivery of a variety of auxiliary support services, e.g., parking, telecommunications, facilities management and maintenance support services and in some instances administer programs relating to facilities. Positions in the Career Group range from entry level practitioner positions to positions of subject matter experts and/or program managers/administrators with responsibility to direct and oversee programmatic policies, program operations to include strategic planning, program development and service delivery.

Illustrative Examples of Work:

Note: The “Illustrative Examples of Work” are intended to serve as guides - not absolute standards. A position may be assigned to this Career Group when it meets the Career Group Concept and the majority of the position’s work time is associated with the performance of some of the described duties and responsibilities performed by positions in the Career Group.

Facilities Operations: Supervises through subordinate level supervisors or working supervisors skilled trades and blue collar personnel in the provision of auxiliary and/or facilities support services in an assigned field; assists in program administration, operations and management to include the conduct of investigations, special studies and preparation of analyses and reports relating to facilities and their maintenance and operations involving the auditing of documents, operations data, files and reports for technical review purposes and to ensure compliance and for trend analysis purposes; plans, organizes and directs the provision of auxiliary and/or facilities service support activities; schedules facilities operations, assignments, usage, personnel and management of auxiliary or facilities and associated support services; advises and interprets the application of laws, rules, regulations and procedures; sets operating performance standards and monitors for compliance; plans, organizes and directs auxiliary or facilities programs or services involving the development of administrative procedures and requirements, insuring compliance with broadly stated policies and coordination with established personnel, fiscal and budget policies and procedures and

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requirements; and supervises subordinate level professional, technical, skilled trades, blue collar and clerical personnel.

Faculty Housing: Recommends policies and procedures to administer the University's faculty housing program; prepares short and long term financial plans relating to the program based on evaluation of the program's budget and fiscal operations; develops policies and procedures for the recording and reporting of financial transactions while maintaining appropriate accounting, reporting and internal financial control systems; plans and directs the administration of the financial assistance program; evaluates, analyzes and revises cost, financial, internal control, down payment and mortgage assistance programs; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems and supervises subordinate level professional, technical and/or clerical personnel.

Student Housing: Plans, organizes, coordinates and/or manages student residence programs that may include responsibility for supervising billing and accounting operations; directs and supervises housekeeping and maintenance operations; secures goods and services relating to residence hall operations; coordinates residence hall program activities with other University student activities; counsels students; prepares and executes operating budgets and manages student government house fees and activities; plans, directs and supervises program operations to include the promulgation, implementation, interpretation and maintenance of policies, procedures, practices and systems; and supervises subordinate level professional, technical and/or clerical personnel.