

IU Classification Level Guide
Facilities Job Family – Maintenance/Construction/Grounds

Positions in this job are primarily involved in the maintenance of buildings grounds and equipment. To accurately classify a position, specific supporting examples of a position’s primary duties and responsibilities in terms of scope, impact and complexity should be provided.

Level	FC1	FC2	FC3	FC4
Level Overview	N/A	<ul style="list-style-type: none"> • A facilities professional contributor without full authority to deviate from established protocols. • Has good grasp of professional principles and skills. • Knows and effectively uses fundamental concepts, practices, and procedures. • Work is of limited scope, typically on smaller, less complex projects / assignments or providing support for larger projects/ assignments. • Assists in fact finding. • Errors generally are limited to unit operations. • May be first line supervisors, often of support staff. 	<ul style="list-style-type: none"> • Fully competent and productive professional contributor, working independently on progressively more complex projects/assignments. • The work may involve program ownership. <p><i>This is intended by design to cover an extensive span of professional work.</i></p> <ul style="list-style-type: none"> • Responsibilities are of a professional or highly analytical nature. • Jobs may have significant technical requirements with a high level of accountability. • Errors may have impact beyond operations but normally are caught and / or corrected prior to signification impact. • May train and direct work of junior staff. 	<ul style="list-style-type: none"> • Generally responsible for managing a department or major function within a department with staff responsibility. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Will manage highly complex processes or have diverse and complex responsibilities such as: people or financial management, external relationship development, project / process leadership. <p><i>This must be the primary purpose of the position, not a sporadic assignment. Focus of management is more frequently operational than strategic. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Frequently contributes to management strategy. • Establishes priorities; assigns functions; maintains quality control. • Errors may have significant impact on operations and / or profits within the organization. • Provides total management and expert guidance to lower level staff.
Decision Making		<ul style="list-style-type: none"> • Works in compliance with established procedures. Identifies and resolves readily identifiable problems. • Makes decisions within established guidelines and policies. Refers the most difficult situations to supervisor for guidance. • Nature of work requires supervision; exercises limited judgment. • Work typically involves regular process checks or review of output by a coworker and/or supervisor. 	<ul style="list-style-type: none"> • Performs full range of professional level work that typically requires more complex and less clearly-defined issues. • Identifies problems then solutions then takes appropriate action to resolve. • Nature of work requires significant independence. • Receives guidance only on unusual, complex problems / issues. • Typically involves periodic review of output by supervisor / manager. 	<ul style="list-style-type: none"> • Has latitude to make operational/procedural decisions within broadly defined parameters. • Decisions require a high level of judgment. • Guidance from higher management limited to expected outcomes. • Generally requires higher managerial approval for policy and/or fiscal variances.

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Level	FC1	FC2	FC3	FC4
Characteristic Duties		<ul style="list-style-type: none"> • Coordinates the maintenance/repair of buildings, grounds, and equipment; ensures accurate and timely completion of facilities projects and repairs; prepares estimates, timeline projections and cost breakdown • Oversees the set-up and tear down for special events • Researches and procures materials and equipment • Serves as contact person and coordinates responses to problems and emergencies • Ensures compliance with university, state, and federal regulations 	<ul style="list-style-type: none"> • Oversees the work of skilled craft workers/technicians in the maintenance and repair of buildings/facilities, grounds, and equipment/instrumentation. • Coordinates operational aspects of a construction project; monitors progress and ensures adherence to time frames and costs. • Serves as liaison among Physical Plant shops, campus departments, and contractors; completes and authorizes work change orders. • Assists in planning and designing elements of site and landscape improvements; develops and implements maintenance and care programs. 	<ul style="list-style-type: none"> • Manages a unit or department related to various facility operations, technical services or infrastructure needs. • Manages and oversee progress of large construction projects; serves as liaison between shops, departments, and contractors. • Recommends modifications to design and configuration of facilities. • Responsible for institution's landscape and grounds program; plans and designs sites and landscapes; oversees landscaping design activities. • Manages professional, technical and/or skilled craft workers.
Minimum Education/ Experience (or equiv)		<ul style="list-style-type: none"> • High school and 5 years experience. 	<ul style="list-style-type: none"> • Bachelors and 2-5 years or high school and 10 years in relevant field. 	<ul style="list-style-type: none"> • Bachelors and 5-8 years.

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Level	FC5	FC6
Level Overview	<ul style="list-style-type: none"> • Typically manages multiple departments. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Responsible for a large unit / dept or multiple functions with a mostly strategic focus. <p><i>Focus of management at this grade is more frequently strategic than operational. The depth of the organizational structure may impact this.</i></p> <ul style="list-style-type: none"> • Determine organizational design. • Often makes final decisions on major in-sourcing / outsourcing. • Develops and manages strategic long range plans and budgets for functional areas or significant projects. • Analyzes the effectiveness of and establishes future direction for functional policies and programs. • Aligns policies, products, and development efforts with strategies. • Errors may have significant impact on operations and / or profits within the organization. 	<ul style="list-style-type: none"> • Manages an unusually large university-wide, campus, or responsibility center function. <p style="text-align: center;">---OR---</p> <ul style="list-style-type: none"> • Oversees a highly specialized unit, which contributes a high level of strategic importance to the university / campus / Responsibility Center. • Unusually heavy impact on financial and business results on a wide scale. • Establishes broad plans and formulates policies for functional area for the university, campus, or responsibility center. • Accountable for long term strategic and budgetary decisions. • Errors have significant impact on future operations of the organization/campus/university.
Decision Making	<ul style="list-style-type: none"> • Typically involved in, if not the initiator of establishing policies, procedures and practices with major impact. • Has latitude in decision making. • Decision making is based on the analysis of problems with little precedent. 	<ul style="list-style-type: none"> • Decision latitude is wide, minimally constrained by university / campus policies.
Characteristic Duties	<ul style="list-style-type: none"> • Manages large facility related operations with multiple distinct units. • Develops strategic long term plans regarding campus infrastructure and capital improvement projects. • Manages professional staff groups that oversee significant numbers of skilled craft workers. • Oversees budgets for major projects. 	<ul style="list-style-type: none"> • Serves as senior administrator in charge of construction, rehabilitation, energy management and maintenance of all physical plant facilities for a campus.
Minimum Education/ Experience (or equivalent)	<ul style="list-style-type: none"> • Bachelors plus 5-8 years, with 3 years management experience. 	<ul style="list-style-type: none"> • Bachelors and 10 years administrative experience.