# Job Series Matrix

<table>
<thead>
<tr>
<th>Job Family: Facilities</th>
<th>Job Series: Facilities Specialist</th>
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</thead>
</table>

## Job Series Summary:

Perform specialized, diverse work activities and coordinate solutions solely supporting the operations, maintenance, repair, and upkeep, inventory tracking, and refurbishing activities related to the physical environment and building systems of the university. This is an individual contributor role.

<table>
<thead>
<tr>
<th>Job Title: Facilities Specialist 1</th>
<th>Job Title: Facilities Specialist 2</th>
<th>Job Title: Facilities Specialist 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code: 4371</td>
<td>Job Code: 4372</td>
<td>Job Code: 4373</td>
</tr>
<tr>
<td>Grade: F</td>
<td>Grade: G</td>
<td>Grade: I</td>
</tr>
<tr>
<td>Exemption: Non-exempt</td>
<td>Exemption: Exempt</td>
<td>Exemption: Exempt</td>
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<tr>
<td>Effective/Revision Date: 04/01/2015</td>
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<td>Effective/Revision Date: 04/01/2015</td>
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## Job Purpose

- Perform specialized, diverse work activities and coordinate solutions, under limited supervision, solely supporting the operations, maintenance, repair, upkeep, inventory tracking, and refurbishing activities related to the physical environment and building systems of the university. This is an individual contributor role.

## Core Duties

- Serve as property operations / maintenance point of contact for facilities’ issues in assigned building(s), unit(s), lab(s); initiate work requests, monitor completion; coordinate and monitor routine maintenance services completion (trash, utilities, custodial, pest control, long term preservation, inspections, grounds, landscapes, alarms, systems & equipment); perform condition assessments on appearance, equipment, or troubleshooting (formulated by another group, FSM); implement preventive maintenance plan; coordinate & integrate utility usage/optimization (monitor usage, gather info, provide recommendations, follow-up, shutdown requirements); coordinate contract work, third party vendors; identify, recommend & implement building operations & process modifications to the facility for increased productivity and/or cost reduction; coordinate maintenance logistics (to avoid faculty conflicts, events).

- Handle property administration by completing tagging, data entry and inventory; completing purchase orders, receiving; and completing record keeping, tracking, information gathering and support for space allocation decision makers.

- Implement facility security programs by distributing keys, providing building access, monitoring access records, assessing security infrastructure needs (security cameras, interlocks, alarms); and

- Handle property administration by troubleshooting, completing tagging, data entry & inventory; completing purchase orders, receiving; completing record keeping; establishing tracking system, gathering information and, information gathering and support for space allocation.
Minimum Knowledge, Skills and Experience Required

- Complete project coordination by: performing the assigned tasks within department projects; acting as a project coordinator/liaison; and overseeing and executing projects (limited to small, local projects), including their organization, scheduling, budgeting, and implementation.
- Serve as safety management coordinator by correcting identified safety issues; tracking chemical inventory, disposal, hazardous waste; communicating and implementing disposal procedures in laboratory settings; conducting safety training and/or new employee facility orientation; and participating in emergency preparedness, recovery and business continuity coordination.
- Coordinate communications services (network administration, desktop support, primary troubleshooting, and telephony liaison); provide updates, alerts, notifications to building occupants, including websites, phones; and oversee mailing services, shipping and delivery.
- Coordinate space management and planning activities including: move coordination; space inventory; space allocation tracking; specifying set-ups; maximizing space utilization; providing input into facilities renewal model; and capital plan implementation (as assigned).

Minimum Education and Experience Required

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<td>Associate degree and three years related, demonstrated facilities management experience, or a combination of education and relevant experience.</td>
<td>Bachelor’s degree and five years related, demonstrated facilities management experience, or a combination of education and relevant experience.</td>
<td>Bachelor’s degree and five years related, demonstrated technical facilities management experience, or a combination of education and relevant experience.</td>
</tr>
</tbody>
</table>

Minimum Knowledge, Skills and Abilities Required

- Interpersonal skills, mature judgment required to interact effectively with a broad range of people, including faculty and vendors, both individually and in groups.
- Ability to coordinate and manage multiple projects with competing priorities, meet deadlines and project plans with short- and long-term end dates.
- Working knowledge of applications such as Excel, Word, PowerPoint, Project.
- Experience working with internal and decision makers.
- Implement facility security programs by developing procedures/practices, distributing keys, providing building access, monitoring access records, assessing security infrastructure needs (security cameras, interlocks, alarms); and assessing and changing access schedules.
- Complete project coordination by: performing the assigned tasks within department projects; acting as a project coordinator/liaison; and overseeing and executing projects (limited to small, local projects), including their organization, scheduling, budgeting, and implementation.
- Serve as safety management coordinator by: correcting identified safety issues, performing root cause analysis, identifying and tracking corrective actions; tracking chemical inventory, disposal, hazardous waste; developing, coordinating, evaluating and ensuring compliance with disposal procedures in laboratory settings; developing and coordinating safety training and/or new employee facility orientation; and maintaining and participating in emergency preparedness, recovery and business continuity coordination.
- Coordinate communications services (network administration, desktop support, primary troubleshooting, and telephony liaison); provide updates, alerts, notifications to building occupants, including websites, phones; and oversee mailing services, shipping and delivery.
- Coordinate space management and planning activities including: analyzing moves for minimal disruption; move coordination; space inventory; space allocation tracking; specifying set-ups; maximizing space utilization; providing input into facilities renewal model; and capital plan implementation (as assigned).
- Analytical skills to analyze and track complex space, equipment and financial data.
- Interpersonal skills, mature judgment required to interact effectively with a broad range of people, including faculty and vendors, both individually and in groups.
- Ability to coordinate and manage multiple projects with competing priorities, meet deadlines and project plans with short- and long-term end dates.

- Analytical skills to analyze and track complex space, equipment and financial data.
- Interpersonal skills, mature judgment required to interact effectively with a broad range of people, including faculty and vendors, both individually and in groups.
- Ability to coordinate and manage multiple projects with competing priorities, meet deadlines and project plans with short- and long-term end dates.
### Job Series Matrix

<table>
<thead>
<tr>
<th>Work Standards</th>
<th>Working Conditions</th>
<th>Physical Requirements</th>
<th>Certificates and Licenses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Must comply with the California Vehicle Code and Stanford University requirements when operating university-owned vehicles.</strong></td>
<td><strong>Requires 24-hour response availability seven days per week for emergency situations.</strong></td>
<td><strong>Frequently stand/walk, seated, performs desk-based computer tasks.</strong></td>
<td><strong>Valid California Non-commercial Class Driver’s license.</strong></td>
</tr>
<tr>
<td><strong>Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.</strong></td>
<td><strong>May be exposed to noise &gt; 80dB TWA.</strong></td>
<td><strong>Occasionally climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, grasp lightly/fine manipulation, use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 20 pounds.</strong></td>
<td><strong>Valid California Non-commercial Class Driver’s license.</strong></td>
</tr>
<tr>
<td><strong>Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.</strong></td>
<td><strong>May working at heights 4 – 10 ft.</strong></td>
<td><strong>Rarely; kneel/crawl, grasp forcefully, sort/file paperwork or parts, lift/carry/push/pull objects that weigh &gt;40 pounds.</strong></td>
<td><strong>Valid California Non-commercial Class Driver’s license.</strong></td>
</tr>
<tr>
<td><strong>Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University’s Administrative Guide, <a href="http://adminguide.stanford.edu/">http://adminguide.stanford.edu/</a>.</strong></td>
<td><strong>Ever working at heights 4 – 10 ft.</strong></td>
<td><strong>Frequently climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, grasp lightly/fine manipulation, use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 20 pounds.</strong></td>
<td><strong>Valid California Non-commercial Class Driver’s license.</strong></td>
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### Additional Information
- Background knowledge of safe handling and disposal of chemicals and hazardous waste; emergency preparedness plans and their implementation; and property administration specific to PO tracking, receiving, and inventory control.
- Experience working with internal and external vendors and services contracting.
- Background knowledge of safe handling and disposal of chemicals and hazardous waste; emergency preparedness plans and their implementation; and property administration specific to PO tracking, receiving, and inventory control.
- Working knowledge of applications such as Excel, Word, PowerPoint, Project.
- Experience working with internal and external vendors and services contracting.
- Background knowledge of safe handling and disposal of chemicals and hazardous waste; emergency preparedness plans and their implementation; and property administration specific to PO tracking, receiving, and inventory control.

### Physical Requirements
- Frequently stand/walk, seated, performs desk-based computer tasks.
- Occasionally climb (ladders, scaffolds, or other), twist/bend/stoop/squat, reach/work above shoulders, grasp lightly/fine manipulation, use a telephone, writing by hand, lift/carry/push/pull objects that weigh up to 20 pounds.
- Rarely; kneel/crawl, grasp forcefully, sort/file paperwork or parts, lift/carry/push/pull objects that weigh >40 pounds.
- Ability to obtain and maintain a California Non-commercial Class Driver’s license and drive day or night.

### Working Conditions
- Requires 24-hour response availability seven days per week for emergency situations.
- May be exposed to noise > 80dB TWA.
- May working at heights 4 – 10 ft.

### Certificates and Licenses Required
- Valid California Non-commercial Class Driver’s license.
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