

Facilities & Safety Services Job Family: **Facilities Projects Coordinator – Director Project Management Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. ***A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA***

GENERIC JOB PROFILE SUMMARIES

	Facilities Coordinator Project I INDIVIDUAL CONTRIBUTOR	Facilities Coordinator Project II INDIVIDUAL CONTRIBUTOR	Facilities Coordinator Project III INDIVIDUAL CONTRIBUTOR	Facilities Manager Projects I INDIVIDUAL CONTRIBUTOR	Facilities Manager Projects II INDIVIDUAL CONTRIBUTOR	Facilities Director Project MANAGEMENT
	Typical Project Size: \$10K - \$100K Annual Portfolio Range: \$10K - \$200K+ Low risk & complexity	Typical Project Size: \$10K - \$500K Annual Portfolio Range: \$10K - \$2M+ Medium risk & complexity	Typical Project Size: \$100K - \$5M+ Annual Portfolio Range: \$5M - \$10M+ Medium risk & complexity	Typical Project Size: \$1M - \$20M+ Annual Portfolio Range: \$10M-\$30M+ High risk & complexity	Typical Project Size: \$2M - \$50M+ Annual Portfolio Range: \$20M-\$60M+ High risk & complexity	Team Project Size: 30 -40 projects ranging from \$2M - \$50M+ Annual Portfolio Range: \$20M-\$60M+ High risk & complexity
Manage Project Success Criteria (Scope, Schedule and Budget)	Provides support for Project Managers and project teams to accurately record and communicate information relative to project/construction schedules/ general project management.	Manage small projects independently and determine project priorities; assist with and coordinate space moves involving surge and swing spaces as well as furniture, AV and signage.	Independently lead comprehensive project management services for small to mid-sized projects; manage and balance project success criteria including scope, schedule, and budget; facilitate consensus driven decision-making between university and stakeholders to provide the best value for the university.	Lead comprehensive project management services for mid-sized to large; manage and balance project success criteria including scope, schedule, and budget; facilitate consensus driven decision-making between university and stakeholders to provide the best value for the university.	Lead comprehensive project management services for largest, most complex and/or highly visible projects. Manage and balance project success criteria including scope, schedule, and budget; facilitate consensus driven decision-making between university and stakeholders to provide the best value for the university.	Lead project teams in providing project management services for the execution of Cornell’s complex, unique and highly visible projects; manage major client relationships and specialized area of expertise.
Project Communications and Reporting	Assist in identification of project stakeholder; develop and maintain contact information for all project team members.	Identify project stakeholders; develop and implement regular and consistent communication to inform and update stakeholders and affected area(s) regarding project status, activities and impact.	Serve as project lead for assigned projects; implement communication plans within project teams comprised of internal and external stakeholders; ensure clear direction and expectations are clearly defined and communicated including providing status updates to project teams and high-level updates to stakeholder and leadership.	Serve as project lead for assigned projects; implement communication plans within project teams comprised of internal and external stakeholders; ensure clear direction and expectations are clearly defined and communicated including providing status updates to project teams and high-level updates to stakeholder and leadership.	Serve as project lead for assigned projects; implement communication plans within project teams comprised of internal and external stakeholders; ensure clear direction and expectations are clearly defined and communicated including providing status updates to project teams and high-level updates to stakeholder and leadership.	Serve as leader and subject matter expert in project management; develop and approve communication plans and management plans within project teams comprised of internal and external stakeholders; clearly develop and implement communication strategies and expectations to project teams and high-level updates to stakeholder and leadership.
Policy, Procedures, Process & Approval Management	Support project managers in coordinating administrative tasks necessary to align with university policy and procedures including gathering and delivering documentation associated with university and municipal approvals.	Support project managers in advising and performing tasks necessary to align with university policy and procedures including gathering and delivering documentation associated with university and municipal approvals.	Deliver projects in compliance with university and municipal policy and procedures; prepare risk assessments to evaluate project goals and expectations in alignment with university policy and procedures; record project activities and decision making for audit documentation.	Deliver projects in compliance with university and municipal policy and procedures; prepare risk assessments to evaluate project goals and expectations in alignment of university policy and procedures; record project activities and decision making for audit documentation.	Displays expertise in delivery of projects in compliance with university and municipal policy and procedures; prepare risk assessments to evaluate project goals and expectations in alignment of university policy and procedures; record project activities and decision making for audit documentation.	Displays expertise, guidance, and oversight in delivery of projects in compliance with university and municipal policy and procedures; prepare and evaluate risk assessments with project goals and expectations ensuring alignment of university policy and procedures; record project activities and decision making for audit documentation.
Contract Management and Administration	Assist drafting and editing of front-end documents for bid process; coordinate collection of required contract	Prepare required front-end bid documents and contracts; provide documents to prepare request for	Serves as steward and advocate for the University, responsible for identifying and managing risk and relationships	Serves as steward and advocate for the University, responsible for identifying and managing risk and relationships	Serves as steward and advocate for the University, responsible for identifying and managing risk and relationships	Advises Project teams and serves as steward and advocate for the University, responsible for identifying

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	documents and project team materials.	proposal for design contracts or bid documents for construction contract(s). Responsible for holding contractors accountable to provisions of the contract, project budget and schedule.	associated with contracts; partner with Facilities Contracts to ensure consistent contract language in alignment with funding agency and University requirements.	associated with contracts; partner with Facilities Contracts to ensure consistent contract language in alignment with funding agency and University requirements.	associated with contracts; partner with Facilities Contracts to ensure consistent contract language in alignment with funding agency and University requirements.	and managing risk and relationships associated with contracts; partner with Facilities Contracts to ensure consistent contract language in alignment with funding agency and University requirements.
Project Administration and Development	Provide scheduling support for consultant selection processes	Participate with Project Managers and project teams in selection process for consultant, pre-construction, and contractor selection as appropriate.	Implement consultant procurement strategy and leads selection process to ensure fit, compliance, best value, consensus, and timeliness.	Determine and implement consultant procurement strategy and leads selection process to ensure fit, compliance, best value, consensus, and timeliness.	Determine and implement consultant procurement strategy and leads selection process to ensure fit, compliance, best value, consensus, and timeliness.	Advises Project Team on determination and implementation of consultant procurement strategy.
Design Phase Management		For projects managed by this role, leads stakeholders and consultants, coordinate, and lead design meetings, manage project schedules, budget and reporting while fulfilling stakeholder expectations. Ensure project meets stakeholder programmatic goals in balance with Cornell stewardship responsibilities (sustainability, energy, life-cycle cost, maintainability, compliance with design standards, and aesthetics/visual impact in consultation with OUA). Manage formal design reviews and ensure stakeholder issues are addressed, resolved, and integrated to ensure desired project execution and design to meet established success criteria.	Leads stakeholders and consultants, coordinate, and lead design meetings, manage project schedules, budget and reporting while fulfilling stakeholder expectations. Ensure project meets stakeholder programmatic goals in balance with Cornell stewardship responsibilities (sustainability, energy, life-cycle cost, maintainability, compliance with design standards, and aesthetics/visual impact in consultation with OUA). Manage formal design reviews and ensure stakeholder issues are addressed, resolved, and integrated to ensure desired project execution and design to meet established success criteria.	Lead complex teams of stakeholders and consultants, coordinate, and lead design meetings, manage project schedules, budget and reporting while fulfilling stakeholder expectations. Ensure project meets stakeholder programmatic goals in balance with Cornell stewardship responsibilities (sustainability, energy, life-cycle cost, maintainability, compliance with design standards, and aesthetics/visual impact in consultation with OUA). Manage formal design reviews and ensure stakeholder issues are addressed, resolved, and integrated to ensure desired project execution and design to meet established success criteria.	Lead large complex teams of stakeholders and consultants, coordinate, and lead design meetings, manage project schedules, budget and reporting while fulfilling stakeholder expectations. Ensure project meets stakeholder programmatic goals in balance with Cornell stewardship responsibilities (sustainability, energy, life-cycle cost, maintainability, compliance with design standards, and aesthetics/visual impact in consultation with OUA). Manage formal design reviews and ensure stakeholder issues are addressed, resolved, and integrated to ensure desired project execution and design to meet established success criteria.	Direct and provide guidance to Project Managers to lead complex teams of stakeholders and consultants, monitoring success of design process and project schedules, budget and reporting while ensuring fulfillment of stakeholder expectations. Oversee, ensure and align project to meet stakeholder programmatic goals in balance with Cornell stewardship responsibilities (sustainability, energy, life-cycle cost, maintainability, compliance with design standards, and aesthetics/visual impact in consultation with OUA). Support project managers to implement cost control measures necessary to bring project completion on budget.
Bid Phase Management & Procurement	Prepare and develop bid and project front-end documents; quality assurance review of consultant document submission	Prepare and develop bid and project front-end documents; quality assurance review of consultant document submission	Oversee and facilitate bid process for assigned project scope(s); select list of bid contractors and alternates, unit pricing and conduct descoping process; record and leverage bid information as appropriate, ensure policy and procedures are being followed.	Manage and facilitate bid process for assigned project scope(s); select list of contractors and alternates, unit pricing and conduct descoping process; record and leverage bid information as appropriate, ensure policy and procedures are being followed.	Manage bid process for assigned project scope(s); prepare list of contractors and alternates, unit pricing and conduct descoping process; record and leverage bid information as appropriate, ensure policy and procedures are being followed.	Lead Project Team(s) and provide oversight and guidance for bid process monitor, advise, and implement budget development and processes to aid in budget alignment for budget development and review of large, complex project budgets, funds, and schedules; leverage bid information as appropriate, ensure policy and procedures are being followed.
Construction Phase Management: Financial Stewardship	Process payment and purchase requests, record expenses against budget to assist with budget reconciliation.	Process payment and purchase requests, record expenses against budget to assist with budget reconciliation. Monitor and assist project managers with maintenance of	Responsible for financial stewardship and oversight for overall project budget and construction contracts; review and approve all project related expenses, change orders and contractual	Responsibility for financial stewardship and oversight for overall project budget and construction contracts; reviews and approves all project related expenses, change orders and contractual	Responsibility for financial stewardship and oversight for overall project budget and construction contracts; reviews and approves all project related expenses, change orders and contractual	Overall responsibility for team's project budgets, schedule and construction contracts; provide guidance for negotiating project terms, conditions, and fees; approves project related

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		project budgets; make payment recommendations; perform electronic eBuilder transactions including change orders per assigned authority level or approval.		commitments to ensure highest value for the University.		commitments to ensure highest value for the University.		commitments to ensure highest value for the University.		expenses, change orders and contractual commitments to ensure highest value for the University.	
Construction Phase Management	Provide meeting minutes for project owner's meetings and distribute as appropriate.	Prepare meeting agendas for assigned projects, provide meeting minutes for project owner's meetings, and distribute as appropriate. Provide project update to Cornell community outlining day- to-day activities and impacts on Campus operations.		Act as University advocate and representative for projects in protection of the University related to contractual disagreements, financial commitments-expenditures, and achieving project objectives. Act at primary contact and communication for assigned projects; and acts as a liaison between the construction contractor and the greater Cornell community coordinating day to day activities and impacts on Campus operations.		Act as University advocate and representative for projects in protection of the University related to contractual disagreements, financial commitments-expenditures, and achieving project objectives. Act at primary contact and communication for assigned projects; and acts as a liaison between the construction contractor and the greater Cornell community coordinating day to day activities and impacts on Campus operations.		Act as University advocate and representative for projects in protection of the University related to contractual disagreements, financial commitments-expenditures, and achieving project objectives. Act at primary contact and communication for assigned projects; and acts as a liaison between the construction contractor and the greater Cornell community coordinating day to day activities and impacts on Campus operations.		Act as University advocate and representative for projects in protection of the University related to contractual disagreements, financial commitments-expenditures, and achieving project objectives. Monitor and advise Project Managers on project communications; engage in the contracting community and the greater Cornell community and define best practices.	
Closeout Phase Management	Assemble required documents for project close out process, archive for future projects and maintenance work. completion, record expenses against budget; ensure all contractual commitments are closed out. Assist process for budget and project completion, record expenses against budget; ensure all contractual commitments are closed out.	Assemble required documents for project close out process, archive for future projects and maintenance work. completion, record expenses against budget; ensure all contractual commitments are closed out. Prepare closeout process for budget and project completion ensuring all contractual commitments are closed out; record expenses against budget and disperse remaining funds to sponsoring College/Unit.		Prepare and document changes to building systems data and operations based on project completion; utilize turnover process and checklists, in collaboration with stakeholders, to ensure successful transition to maintenance and operations. Lead close out process for budget and project completion ensuring all contractual commitments are closed out; evaluate budget and stakeholder commitment to determine funding allocations and disbursement of unspent fund to the Sponsoring College/Unit.		Prepare and document changes to building systems data and operations based on project completion; utilize turnover process and checklists, in collaboration with stakeholders, to ensure successful transition to maintenance and operations. Lead close out process for budget and project completion ensuring all contractual commitments are closed out; evaluate budget and stakeholder commitment to determine funding allocations and disbursement of unspent fund to the Sponsoring College/Unit.		Prepare and document changes to building systems data and operations based on project completion; utilize turnover process and checklists, in collaboration with stakeholders, to ensure successful transition to maintenance and operations. Lead close out process for budget and project completion ensuring all contractual commitments are closed out; evaluate budget and stakeholder commitment to determine funding allocations and disbursement of unspent fund to the Sponsoring College/Unit.		Develop process for preparation and change requests to building systems data and operations based on project completion; oversee turnover process and checklists, in collaboration with stakeholders, to ensure successful transition to maintenance and operations. Monitor and oversee close out process for budget and project completion ensuring all contractual commitments are closed out; evaluate budget and stakeholder commitment to determine funding allocations and disbursement of unspent fund to the Sponsoring College/Unit.	
Leadership in Project Management		Provide project management leadership and guidance to central Facilities and College/Unit Facilities teams including participation in the development of Project Management tools and resources.		Provide project management leadership and guidance to central Facilities and College/Unit Facilities teams including participation in the development of Project Management tools and resources.		Provide project management leadership and guidance to central Facilities and College/Unit Facilities teams including development of Project Management tools and resources.		Provide project management leadership and guidance to central Facilities and College/Unit Facilities teams including development of Project Management tools and resources.		Provide project management leadership and guidance to central Facilities and College/Unit Facilities teams including development of Project Management tools and resources. Develop and implement consistent Project Management service standards and process improvement.	
Relationship Building & Partnership Development	Navigate effective relationships with key stakeholders including building occupants, colleagues, and customers both within College/Unit.	Navigate effective relationships with key stakeholders including building occupants, colleagues, and customers both within College/Unit on project		Navigate effective relationships with key stakeholders including building occupants, colleagues, and customers both within College/Unit on project		Navigate effective relationships with key stakeholders including building occupants, colleagues, and customers both within College/Unit on project		Develop and navigate effective relationships with key stakeholders including building occupants, colleagues, and customers both within		Develop and navigate effective relationships with key stakeholders and University Leadership and Executive Leadership and alignment with	

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		direction and alignment with College/Unit goals and mission.	direction and alignment with College/Unit goals and mission.	direction and alignment with College/Unit goals and mission.	College/Unit on project direction and alignment with College/Unit goals and mission.	College/Unit goals and mission.
Building and Supporting Project Teams	Support project teams.	For projects managed by this role, build and support project teams, provide guidance and direction to project team including internal and external workers, team members or contributors.	Build, support and provide guidance and direction to project teams including internal and external workers, team members or contributors.	May lead project teams and manage performance. Build, support and provide guidance and direction to project teams including internal and external workers, team members or contributors.	May lead project teams and manage performance. Build, support and provide guidance and direction to project teams including internal and external workers, team members or contributors. In collaboration with stakeholders and leadership, develop and implement Project Management Plans for large capital projects.	Direct and manage strategic direction of staff and major work activities for organizational effectiveness; set staff expectations, assess performance; provide department vision and related professional development and succession planning opportunities while striving to develop effective team culture; ensure the implementation of required safety and training programs adhering to university policies, federal, state, and local regulations.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10199 FACILTIES PROJECTS COORDINATOR I BAND: D NEX	10200 FACILTIES PROJECT COORDINATOR II BAND: E	10201 FACILTIES PROJECTS COORDINATOR III BAND: F	10622 FACILTIES PROJECTS MANAGER I BAND: G	10376 FACILTIES PROJECTS MANAGER II BAND: H	10377 FACILTIES PROJECTS DIRECTOR BAND: H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Trade/technical/vocational school degree and up to 2 years relevant experience or equivalent combination. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Associates or Trade/technical/vocational school degree and 2 to 4 years relevant experience or equivalent combination. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree and 3 to 5 years relevant experience or equivalent combination. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree and 5 to 7 years relevant experience or equivalent combination. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree and more than 10 years relevant experience or equivalent combination. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's degree and more than 10 years relevant experience or equivalent combination. Required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.
IMPACT	Extends beyond college/unit	Moderate impact	Moderate impact	Substantial impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	Coordinate activities Contribute to group projects	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Provide guidance Coordinate activities	Coordinate major activities Persuade others to take particular course of action	Coordinate major activities Persuade others to take particular course of action
CONTACTS - OUTSIDE	Straightforward business Provide factual information Handle confidential information	Providing information that exists within pre-established documents/ programs	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Providing/receive guidance, advice or information that must be analyzed and developed by the position	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Occasional contact to provide information and instruction	Limited contact	Limited contact	Limited contact	Limited contact	Limited contact

FACTOR PROFILE	10199 FACILTIES PROJECTS COORDINATOR I BAND: D NEX	10200 FACILTIES PROJECT COORDINATOR II BAND: E	10201 FACILTIES PROJECTS COORDINATOR III BAND: F	10622 FACILTIES PROJECTS MANAGER I BAND: G	10376 FACILTIES PROJECTS MANAGER II BAND: H	10377 FACILTIES PROJECTS DIRECTOR BAND: H
SUPERVISION	None given	None given	Occasional guidance on work methods or procedures to employees who do similar work	On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work	On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work	Day-to-day supervision to employees within the dept
COMPLEXITY	Focus on entire field	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Frequently adapt, combine or make improvements in an existing service, product, process or program. Work requires reasoning skills and judgment	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Work requires sophisticated reasoning skills	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment	Continually required to develop new innovative solutions, services, products, processes, & programs. Work requires conceptual and imaginative thinking in a highly complex environment
LEVEL OF DECISION MAKING	Responsible for making some decisions which require consideration of various criteria;	Responsible for making decisions within prescribed limits and/or providing input to others for decision making	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Directly affect a functional area Minimal effect on students and employees	Directly affect a functional area Minimal effect on students and employees	Directly affect an entire department Moderate effect on students and employees	Directly affect several dept within a college Significant effect on students and employees	Direct affects multiple functional areas Limited effect on students and employees	Directly affect more than one college, school or administrative unit Significant effect on students and employees
EFFECT OF DECISION MAKING	General supervision Some interpretation of established policies and procedures required	General supervision Some interpretation of established policies and procedures required	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Very general supervision Interpretation of work policies and procedures required. May deviate from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Normal working conditions including no or limited exposure to hazardous conditions/materials/equipment. Safety gear may sometimes be required	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require cautious handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Normal working conditions including no or limited exposure to hazardous conditions/materials/equip. Safety gear may sometimes be required