



Facilities and Safety Services Job Family: Facilities Designer/Engineer Architect 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. ***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 Designer I INDIVIDUAL CONTRIBUTOR	Facilities Designer II INDIVIDUAL CONTRIBUTOR	Engineer/Architect I INDIVIDUAL CONTRIBUTOR	Engineer/Architect II INDIVIDUAL CONTRIBUTOR	Engineer/Architect Manager MANAGEMENT
<u>TYPICAL PROJECTS*:</u> IN RANGE UP TO \$50,000 (NOT TO EXCEED \$100,000) LOW RISK & COMPLEXITY	<u>TYPICAL PROJECTS*:</u> IN RANGE UP TO \$250,000 (NOT TO EXCEED \$2M) LOW TO MEDIUM RISK & COMPLEXITY	<u>TYPICAL PROJECTS*:</u> RANGE FROM \$2M- \$5M MEDIUM TO HIGH RISK & COMPLEXITY	<u>TYPICAL PROJECTS*:</u> RANGE FROM \$2M- \$5M AND OVER \$5M MEDIUM TO HIGH RISK & COMPLEXITY	<u>TYPICAL PROJECTS*:</u> RANGE FROM \$2M- \$5M AND OVER \$5M MEDIUM TO HIGH RISK & COMPLEXITY
Provide technical advice and related assistance to Drafters	Perform be able to perform most or all of the duties and responsibilities of Facilities Designer I level and provide technical advice and related assistance.	Perform be able to perform most or all of the duties and responsibilities of Facilities Designer II level as well as provide technical advice and related assistance.	Perform be able to perform most or all of the duties and responsibilities of Engineer/Architect I level. Serve as technical mentor for other staff.	Perform be able to perform most or all of the duties and responsibilities of Engineer/Architect II level. Serve as technical mentor for other staff.
Gather data from field tests or other primary sources; assist in analysis and preparing reports on projects	Gather data from field tests or other primary sources; assist in analysis and preparing reports on projects	Prepare and/or oversee reports on related project issues, i.e. technical reports, conduct and lead job meetings	Administer and/or review the preparation of reports on related project issues, i.e. technical reports, conduct and lead job meetings	Lead preparation of reports on related project issues, i.e. technical reports, conduct and lead job meetings.
Prepare professional quality CADD designs and detailed drawings in assigned engineers/architectural discipline, including 3D models for customer review	Prepare professional quality CADD designs and detailed drawings in assigned engineers/architectural discipline, including 3D models. Present and illustrate 3D models to customer for review and project determination.	Develop, review, and analyze proposed designs and/ or construction plans. Consult with customer to determine preferred design and feasibility.	Develop, review, and analyze proposed designs and/ or construction plans. Consult with customer to determine preferred design and feasibility	Supervise the development and review of proposed project designs or construction plans

Facilities Designer I INDIVIDUAL CONTRIBUTOR	Facilities Designer II INDIVIDUAL CONTRIBUTOR	Engineer/Architect I INDIVIDUAL CONTRIBUTOR	Engineer/Architect II INDIVIDUAL CONTRIBUTOR	Engineer/Architect Manager MANAGEMENT
Troubleshoot building system problems, as related to design, and discuss with supervisor when appropriate	Troubleshoot building system problems, as related to design, and discuss with supervisor when appropriate	Provide guidance to resolve building system problems, as it relates to design	Provide expertise to resolve building system problems, as it relates to design.	Provide leadership to resolve building system problems, as it relates to design, ensuring University standard are met
Prepare and write specifications and cost estimates for preferred design	Prepare and write specifications and cost estimates for preferred designs. Manage design of directly assigned projects	Oversee preparation and cost estimates for preferred designs. Manage design and/or project budgets	Manage design and/or project budgets. May support Engineering Manager in mgmt of section enterprise budget.	Responsible for annual budget for section enterprise. Develop, track income and manage expenses. Manage design and/or project management staff and budgets
Recommend updates to design section of the University Design and Construction Standards relating to field of expertise	Review and update design section within the University Design and Construction Standards relating to field of expertise	Develop and update University Design and Construction Standards relating to field of expertise	Provide leadership in developing and updating University Design and Construction Standards relating to field of expertise	Provide leadership in developing and updating University Design and Construction Standards relating to field of expertise
		Hire and manage outside consultants and contractors as required	Supervise outside consultants and contractors as required	Develop professional relationships with outside consultant resources in responsible discipline. Recommend selection of design consultants as appropriate.
	Serve as individual discipline lead for multi-discipline projects, or serve as design manager for smaller projects	Serve as discipline lead or serve as design manager for multi-discipline in-house projects	Serve as design manager/team leader for the most complex design jobs, projects or initiatives undertaken by the design section. Work with internal and external design teams to establish and maintain principles for system design for Cornell's renovation and building projects	Serve as design manager/team leader for the most complex design jobs, projects or initiatives undertaken by the design section. Work with internal and external design teams to establish and maintain principles for system design for Cornell's renovation and building projects
				Provide direct supervision to team. Responsible for workflow and quality control for engineering and architectural professionals. Prioritizes work, scheduling and technical review.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10369 FACILITIES DESIGNER I, BAND E	10370 FACILITIES DESIGNER II, BAND F	10328 ENGINEER/ARCHITECT I, BAND G	10329 ENGINEER/ ARCHITECT II, BAND H	11375 ENGINEER/ARCHITECT MANGER, BAND H
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Associate's degree and up to 2 years relevant experience or equivalent combination. Must demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Associate's degree and 3 to 5 years relevant experience or equivalent combination. Must 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. Must demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Bachelor's and 7 to 10 years relevant experience or equivalent combination. Must demonstrate proficiency of knowledge of University policies and procedures surrounding project work. Professional Engineer License or Registered Architectural Certification required; thereafter continued educational requirements required to remain certified.	Bachelor's degree and more than 10 years relevant experience or equivalent combination. Must demonstrate proficiency of knowledge of University policies and procedures surrounding project work. Professional Engineer License or Registered Architectural Certification required; thereafter continued educational requirements required to remain certified.
IMPACT	Moderate impact	Moderate impact	Substantial impact	Substantial impact	Substantial impact
CONTACTS - INSIDE	Assist others Cooperation of task completion	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	Provide/receive guidance, advice or information that must be analyzed and developed by the position.	Provide/receive guidance, advice or information that must be analyzed and developed by the position.	Provide/receive guidance, advice or information that must be analyzed and developed by the position.	Develop and make presentations and negotiate with others	Develop and make presentations and negotiate with others
CONTACTS - STUDENTS	Limited contact	Limited contact	Limited contact	Limited contact	Frequent contact

FACTOR PROFILE	10369 FACILITIES DESIGNER I, BAND E	10370 FACILITIES DESIGNER II, BAND F	10328 ENGINEER/ARCHITECT I, BAND G	10329 ENGINEER/ ARCHITECT II, BAND H	11375 ENGINEER/ARCHITECT MANGER, BAND H
SUPERVISION	Providing occasional guidance on work methods or procedures	Providing occasional guidance on work methods or procedures	On-the-job training, guidance, advice and counsel other employees in the group and to same positions performing similar work	Provide supervisory direction to other employees	Provide supervisory direction to other employees
COMPLEXITY	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes. Work requires sophisticated reasoning skills	Occasionally required to develop new, imaginative or innovative solutions, services, products, process or programs. Duties involve diverse and unrelated processes. 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	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 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	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning, or students
FREEDOM OF ACTION	Directly affect multiple functional areas Limited effect on students and employees	Directly affect multiple functional areas Limited effect on students and employees	Directly effects an entire department Moderate effect on students and employees	Directly affect more than one college or school administrative unit	Directly affect more than one college or school administrative unit
EFFECT OF DECISION MAKING	General supervision Some interpretation of established work policies and procedures is required	General supervision Some interpretation of established work policies and procedures is required	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Very general supervision Interpretation of work policies and procedures, and, at times deviation from standard work practice	Little direct supervision Considerable latitude for exercising judgment and self-direction

FACTOR PROFILE	10369 FACILITIES DESIGNER I, BAND E	10370 FACILITIES DESIGNER II, BAND F	10328 ENGINEER/ARCHITECT I, BAND G	10329 ENGINEER/ ARCHITECT II, BAND H	11375 ENGINEER/ARCHITECT MANGER, BAND H
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	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	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