

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**FACILITY ENGINEERING LICENSED SPECIALIST**

**JOB DESCRIPTION**

Employees in this job function as professional specialists, with responsibility for a facilities engineering program or specialty area, or as an administrative assistant to an administrator or executive. Positions are (1) designated as specialists by the Appointing Authority; (2) accepted and classified by Civil Service; (3) require advanced knowledge in the field of work; (4) responsible for highly complex assignments; (5) the scope of responsibility is significant; and (6) the job function has considerable impact within the department. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship. Typically, positions in this job do not supervise.

There are two classifications in this job.

**Position Code Title – Facility Engineering Licensed Specialist-2**

Facility Engineering Licensed Specialist 13

The employee functions as a second-level specialist or as an administrative assistant to a deputy bureau director, office director, major office director, division director, or unclassified equivalent.

**Position Code Title – Facility Engineering Licensed Specialist-3**

Facility Engineering Licensed Specialist 14

The employee functions as a third-level specialist or as an administrative assistant to a bureau director or unclassified equivalent.

First-level specialists are classified at the advanced level of the Facilities Engineer job.

**JOB CONCEPTS**

Specialist jobs are evaluated by the Appointing authority using the ECP Group Two Professional Specialist Position Evaluation Worksheet to recommend the appropriate classification level. Civil Service reviews the factors for job complexity, program or specialty scope, and impact to determine classification level. There are two types of specialist jobs:

Program Specialist: The predominant and essential function of the job is its assigned responsibility for an accepted program that is statewide, department-wide, agency-wide, or the equivalent in scope. Such jobs are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Staff Specialist: The predominant and essential function of the job is to serve as an expert in a particular specialty area or professional discipline that is statewide, department-wide, agency-wide, or the equivalent in

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scope. Such positions are responsible for highly complex assignments that have considerable impact and are one-of-a-kind within the organization.

Administrative Assistant jobs have the predominant and essential function to advise and assist an administrator or executive in all areas for which the official is responsible. The positions report directly to the official in a staff capacity, and are typically involved in budget development, program planning, policy and procedures development, representing the official at meetings and otherwise assisting in all areas of the official's responsibilities.

### **JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

#### Administrative Assistant

Advises and assists the official in all areas of responsibility.

Carries out special projects as assigned by the official.

Assists in program planning, policy, and procedures development.

Participates in budget development.

Represents the official at meetings.

#### Specialist

Recommends and formulates procedures, policies and guidelines for assigned programs.

Develops and implements program goals and plans.

Makes recommendations in areas of expertise for the program.

Acts as a liaison with other agencies, organizations, and employees to coordinate technical programs.

Plans and coordinates the training of staff.

Serves as a technical consultant and liaison with industry and governmental agencies.

Conducts special projects and studies.

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Examines and approves engineering and architectural drawings and design computations for public buildings and places of employment to ensure compliance with sound engineering practices and established standards, codes and regulations.

Makes and approves preliminary surveys and prepares schematic, preliminary and working drawings for the construction and maintenance of new or remodeled structures and facilities.

Estimates cost of projects, and writes contracts and specifications for labor, materials, and equipment for construction projects.

Makes periodic inspections of work in progress and advises construction supervisors and contractors on interpretation of plans and specifications.

Inspects materials, workmanship and architectural, mechanical, and electrical installations for conformance to plans and specifications.

Evaluates, approves, and makes recommendations concerning changes in contract documents and ensures that authorized changes are carried through.

Checks and approves construction projects, shop drawings, and cost breakdowns submitted by suppliers and contractors.

Consults with architects, engineers, owners, and contractors regarding preliminary layout, construction procedures, and code requirements that apply to building projects.

Discusses plans, specifications, and work schedules with contractors.

Keeps records of progress, quantities, changes, delays, and other pertinent factors.

Composes correspondence involving technical problems concerning structural engineering standards and code requirements.

Maintains records, and prepares reports and correspondence related to the work.

Performs related work as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** The degree of knowledge required is a function of job complexity, program or specialty scope, and impact which increases with the level of the position.

#### **Administrative Assistant**

Knowledge of the principles and techniques of administrative management including organization, planning, staffing, training, budgeting, and reporting.

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Knowledge of fiscal planning, budgeting, and management.

**Specialist**

Knowledge of the operational and technical problems involved in the administration of a specialized program.

Knowledge of the assigned program specialty.

**Administrative Assistant and Specialist**

Knowledge of the standards, codes and regulations pertaining to the construction, and maintenance of structures and facilities.

Knowledge of modern materials, methods and techniques of design, construction, installation, and maintenance of structures and facilities.

Knowledge of the development and use of contracts, estimates, and specifications.

Knowledge of the elements of cost in construction and maintenance including the determination of unit cost records.

Knowledge of building construction processes and procedures, equipment, tools, materials, and their application.

Knowledge of state and national building codes.

Knowledge of methods of planning, developing, and administering programs.

Knowledge of state and federal laws and legislative processes related to the work.

Knowledge of the need, preparation, and use of reports.

Knowledge of the state rules and regulations pertaining to engineering.

Skill in the use of engineering instruments and tools.

Ability to legally carry the embossed or printed seal of a licensed professional engineer.

Ability to read and interpret construction blueprints, plans, drawings, and specifications.

Ability to conduct cost analysis and estimating on construction projects.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to plan, direct, and coordinate program and administrative activities of a complex, interrelated, and interdependent nature, where unknowns and numerous contingency factors are involved.

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**Working Conditions**

Jobs require travel to construction sites to review work in progress.

**Physical Requirements**

None.

**Education**

Possession of a bachelor of science degree in engineering.

**Experience**

**Facility Engineering Licensed Specialist 13**

Four years of professional experience equivalent to a Facilities Engineer, including two years equivalent to a Facilities Engineer P11 or one year equivalent to a Facilities Engineer 12.

**Facility Engineering Licensed Specialist 14**

Five years of professional experience equivalent to a Facilities Engineer, including three years equivalent to a Facilities Engineer P11, two years equivalent to a Facilities Engineer 12, or one year equivalent to a Facilities Engineering Licensed Specialist 13.

**Special Requirements, Licenses, and Certifications**

Possession of a registered professional engineer license as required by the State of Michigan.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

**Job Code**

FACENGSP

**Job Code Description**

Facility Engineering Licensed Specialist

**Position Title**

Facility Engineering Licensed Specialist-2

Facility Engineering Licensed Specialist-3

**Position Code**

FACLSPL2

FACLSPL3

**Pay Schedule**

H21-029

H21-030