

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

FACILITIES ENGINEERING LICENSED SPECIALIST

JOB DESCRIPTION

Employees in this job function as professional, licensed, facilities engineering specialists with responsibility for a facilities specialty area, or as an administrative assistant to an administrator or executive. These 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) are responsible for highly complex assignments; (5) have a significant scope of responsibility; and (6) have job functions with considerable impact within the department.

Position Code Title - Facilities Eng Lic Spl 2

Facilities Engineering Licensed Specialist 13

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

Position Code Title - Facilities Eng Lic Spl 3

Facilities Engineering Licensed Specialist 14

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

NOTE: There are two professional specialist concepts:

Specialty Area: Functions administered by an agency to provide a product or service to the agency's constituency. Specialty areas must be of significant breadth, depth, complexity, and importance to the agency. Such positions are typically responsible for providing expert advice in the area of specialty to department management, outside entities, and/or the public; directing and conducting highly complex studies and analyses without technical direction; and developing and monitoring procedures, guidelines, and policies that are the foundation of the specialty area.

Appointing Authority designation as a specialist is required at all levels for positions assigned a specialty area. To determine if the specialist job exceeds the 13-level, the position must be evaluated by the Appointing Authority using the Professional Specialist Position Evaluation System factors to recommend the appropriate classification level.

Administrative Assistant: Professional positions that have as their predominant and essential function the responsibility to advise and assist a manager, administrator, or executive in all areas for which the official is responsible. Typically, the position does not have supervisory responsibility, but participates in a staff capacity in budget development, personnel matters, program planning, policy and procedure development, meetings on behalf of the supervisor, and other areas of the supervisor's responsibility.

Appointing Authority designation as the Administrative Assistant is required at all levels. Determination of classification levels for administrative assistant positions is based upon the duties assigned and the reporting relationship.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Administrative Assistant:

Advises and assists the official in all areas of responsibility.

Carries out special projects.

Assists in program planning, policy, and procedure development.

Participates in budget development and personnel matters.

Represents the official at meetings.

Specialist:

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

Recommends and formulates procedures, policies, and guidelines for assigned specialty area.

Makes recommendations in areas of expertise.

Develops and implements program goals and plans.

Plans and coordinates the training of staff.

Conducts special projects and studies.

Examines and approves engineering and architectural drawings and design computations for public buildings to ensure compliance.

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

Estimates cost of projects, writes contracts and specifications, and secures bids from contractors.

Conducts periodic inspections of work in progress and advises stakeholders on interpretation of plans and specifications.

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

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

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

Consults with stakeholders regarding preliminary layout, construction procedures, and code requirements.

Discusses plans, specifications, and work schedules with contractors and resolves issues.

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

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Advanced knowledge in the field of work is required.

Administrative Assistant:

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

Knowledge of fiscal planning, budgeting, and management.

Specialist:

Knowledge of the operational and technical challenges associated with administering the specialty area.

Administrative Assistant and Specialist:

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

Knowledge of 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.

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

Knowledge of state, national, and local building codes and standards.

Knowledge of the state rules and regulations pertaining to engineering.

Skill in the use of engineering instruments and tools.

Ability to possess the embossed or printed seal of a Michigan licensed professional engineer.

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

Ability to analyze costs of construction projects.

Ability to maintain records and prepare reports and correspondence.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

The job requires travel.

The job requires an employee to be exposed to hazards associated with the work.

Some jobs require an employee to work on high structures.

Some jobs require an employee to work from ladders, scaffolds, and platforms.

Some jobs require an employee to work outdoors.

Some jobs require an employee to be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties may require an employee to bend, reach, stoop, stand, and/or walk for extended periods.

The job duties may require an employee to climb ladders and high structures.

The job duties may require an employee to work in confined spaces.

Education

Possession of a bachelor's degree in a field of engineering.

Experience

Facilities 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.

Facilities 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.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Michigan licensure as a registered professional engineer.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FACENG SPL

Job Code Description

FACILITIES ENGINEERING LICENSED SPECIALIST

Position Title

Facilities Eng Lic Spl 2

Facilities Eng Lic Spl 3

Position Code

FACLSPL2

FACLSPL3

Pay Schedule

H21-049

H21-050

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