



**Connecticut
State
University**

Central • Eastern • Southern • Western

P.O. Box 2008, New Britain, Connecticut 06050
(203) 827-7700

Office of the President

RESOLUTION

concerning

ESTABLISHMENT OF POSITION

COORDINATOR OF FACILITIES-MAINTENANCE PLANNING/ADMINISTRATOR III


at

CENTRAL CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position, Coordinator of Facilities-Maintenance Planning/Administrator III, be established at Central Connecticut State University, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 7, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 215



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U-2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED 12-7-88

BY: CSU []
CCSU [X] SCSU []
ECSU [] WCSU

POSITION ACTION: ESTABLISH (X) RECLASSIFY () OTHER () DATE EFFECTIVE 2-3-89

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []

POSITION TITLE: (CURRENT) (CLASS CODE) ~~Coordinator~~ Facilities, ADM 3 (PROPOSED) (CLASS CODE)

POSITION NUMBER 2640	CURRENT SALARY NEW	PROPOSED SALARY \$ 35,000 FUND Gen	BARGAINING UNIT	AdFac FROM TO
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EXPLAIN THE NATURE OF THE PROPOSAL:

To classify a budgeted new position as Assistant Director of Facilities-Maintenance Planning, Administrator 3

JUSTIFICATION:

The 1988-89 General Fund budget contained a position designated as a physical facilities planner for Central. Central has a Campus Architect to plan new construction and renovation. This position will round out the physical facilities team by establishing a person to plan and monitor an ongoing program of facilities maintenance.

\$30,000
COST OR (SAVINGS)

J. Murshumsky 12-7-88

SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Coordinator of Facilities-Maintenance Planning
Rank: Administrator 3
Department: Physical Facilities
Supervisor's Title: Associate Dean of Administrative Affairs-Facilities

POSITION SUMMARY

Assesses the maintenance needs of the University and develops a systematic ongoing plan for maintenance work.

POSITION RESPONSIBILITIES

Assesses maintenance and repair needs of the University's physical facilities.

Assesses hazards and the liability risk in physical conditions on campus.

Prepares a comprehensive maintenance plan for the campus.

Plans for and prepares cost estimates on repairs and maintenance programs.

Prepares project requests for physical facilities projects as assigned.

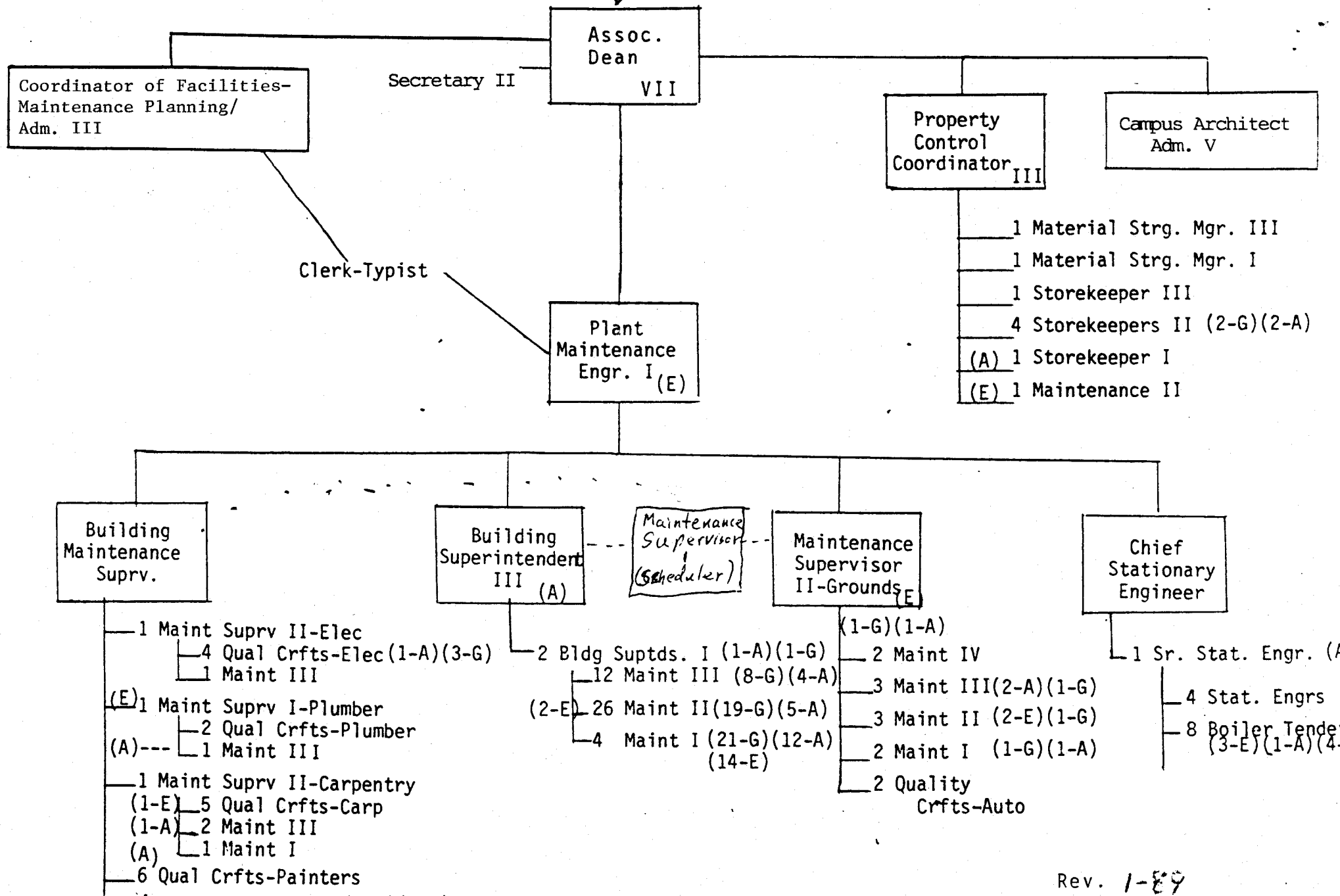
Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Five year's experience in maintenance of facilities operations with at least one year at a supervisory level and demonstrated facility in use of computers required. Bachelor's degree, experience in maintenance and construction cost estimation, knowledge of state and national building and fire safety codes, and experience with computerized scheduling systems preferred.

PHYSICAL PLANT

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SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Coordinator of ~~Academic~~ Facilities - Adm. 3
Campus Central (Maintenance Planning) Date 1-13-89

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1-13-89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 1/17/89

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE [Signature] Date 1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary as an Adm. III disapprove proposed rank and salary

Comments or Recommendations: minimum of rank unless negotiated with the Local

DATE RETURNED TO LOCAL DPA 1/17/89

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 12/15/88

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL [Signature] DATE 1/18/89

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____