## Appendix F

### Facilities Services Zone Roles & Responsibilities

<table>
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<tr>
<th>Roles</th>
<th>Key Responsibilities</th>
<th>Reporting Relationships</th>
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</table>
| Campus Managers (CM)          | • Serve as strategic partner to assigned zone, key stakeholder, and Facilities Services.  
• Serve as key resource for Unit Facilities Director of the zone by providing advice and guidance on facilities related matters.  
• Represent and advocate the zone needs to the VP for FS, FS Leadership team, the CPG, Sr. Administration, and B&P Trustee Board.  
• Support Unit in developing the capital plan and ensure projects are delivered in accordance with the Cornell approval process  
• Oversee facilities work in support of Cornell stewardship including life cycle cost decisions, CU design standards and NY Building Code | • Direct Report to VP for Facilities Services  
• Partnership with ZFD, UFD & Unit Admin. Head/College Officer  
• Dotted line accountability to Unit Admin. Head/College Officer | Director Facilities III |
| Zone Facilities Director (ZFD)| • Develop an expertise for the facilities of units represented by the zone; serve as key resource for Unit Facilities Directors by providing advice and guidance.  
• Manage, be responsible for, and report on the maintenance fund for the allocated zone.  
• Serve as key resource for Zone Unit Facilities Manager/Director. Provide advice and guidance on facilities related matters.  
• Manage maintenance activities for the zone, including life cycle replacement planning, preventative maintenance scheduling, systems upgrades and annual upkeep.  
• Oversee facilities work in support of Cornell stewardship including life cycle cost decisions, CU design standards and NY Building Code | • Direct Report to Senior Director of Facilities Management  
• Accountable to CM  
• Partnership with UFD & UF/BR | Director Facilities I |
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| Maintenance Planner (MP)     | • Assist the Zone Facilities Director in managing and planning the maintenance needs for assigned zone facilities.  
• Assist the Zone Facility Director, building users, Contract College Facilities, and the College Facilities Directors in a shared decision-making process, to prioritize identified maintenance projects.  
• Oversee facilities work in support of Cornell stewardship including life cycle cost decisions, CU design standards and NY Building Code                                                                                   | • Direct Report to Director of Maintenance Management  
• Accountable to ZFD, CM & UFD                                                                                     | • Facilities Manager II, or  
• Facilities Manager I                                                                                             |
| Zone Assistant Superintendent (ZAS) | • Direct the daily maintenance activities for the zone, including regular maintenance.  
• Ensure facilities work is done in accordance with the Cornell approval process, and all applicable building codes.  
• Develop an expertise for the facilities of units represented by the zone and build effective customer relationships.  
• Oversee the daily maintenance activities for the zone, partner with the Central Zone to ensure maintenance approach is achieved in accordance with zone planning.                                                                                     | • Direct Report to ZFD  
• Partnership with UF/BR                                                                                              | Assistant Superintendent,  
Band F                                                                                                                   |
| Superintendents (CSS)        | • Coordinate with ZAS for trades support in Zones through Central Zone and Projects Group.  
• Direct the daily maintenance and departmental request work for the campus including regular maintenance as well as small projects.  
• Ensure facilities work is done in accordance with Cornell approval process, and all applicable building codes.  
• Provide expertise to the entire campus community that is not represented in the zone.                                                                                                                                | • Direct Report to Central ZFD  
• Partnership with UF/BR                                                                                              | Superintendent,  
Band G                                                                                                                   |
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| **Unit Facilities Director (UFD)**         | • Collaborate with Campus Manager on unit facilities strategic planning.              | • Direct Report to Unit Admin. Head/College Officer  
• Accountable to FS VP (dotted line reporting)  
• Partnership with ZFD, Maintenance Planner, CM | • Facilities Manager II, Band G or  
• Director Facilities, Band H                   |
| **Unit Facilities/Building Representative (UF/BR)** | • Receive and evaluate need for appropriate maintenance action for routine and emergency facility maintenance issues.  
• Provide support and interface with building users about proper operations of the building’s equipment and structure.  
• Promote accomplishment of facilities work in accordance with the Cornell approval process, and all applicable building codes. | • Direct Report to UFD or Unit Admin. Head  
• Partnership with ZFD and ZAS                    | • Building Coordinator II, Band B or  
• Building Coordinator III, Band C or  
• Facilities Coordinator I, Band D or  
• Facilities Coordinator II, Band E or  
• Supervisor Facilities II, Band F or  
• Manager Facilities I, Band F                    |
| **Director Projects**                      | • Establish and lead project teams.  
• Supervise project professionals, including project coordinators and managers as well as outside consultants | • Direct report to Senior Director of Contract College Facilities or Director of Project Management or Director of Construction Management  
• Accountable to FS VP                            | Director Projects, Band H                       |
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<td>Manager Projects II</td>
<td>• Typical Projects Range From $2M - $5 and over with High Risk Associated&lt;br&gt;• Lead project team in the execution of Cornell’s largest, most complicated projects. Provide project management services on unusually challenging or large projects, manage major client relationships and specialized area of expertise that may require licensure or certification</td>
<td>• Direct Report to supervisor in central or unit facilities&lt;br&gt;• If in unit, partnership with central facilities staff&lt;br&gt;• Accountable to FS VP</td>
<td>Manager Projects II, Band H</td>
</tr>
<tr>
<td>Manager Projects I</td>
<td>• Typical Projects Range From $2M - $5 and over with Mid to High Risk Associated&lt;br&gt;• Lead project teams independently in the execution of mid-size to large or complicated projects. Work with other manager of projects and University and/or project stakeholders</td>
<td>• Direct Report to supervisor in central or unit facilities&lt;br&gt;• If in unit, partnership with central facilities staff&lt;br&gt;• Accountable to FS VP</td>
<td>Manager Projects I, Band G</td>
</tr>
<tr>
<td>Coordinator Projects III</td>
<td>• Typical Projects Range From $250,000 - $2M with Mid-Level Risk Associated&lt;br&gt;• Lead project teams independently in the execution of small to mid-size projects.</td>
<td>• Direct Report to supervisor in central or unit facilities&lt;br&gt;• If in unit, partnership with central facilities staff&lt;br&gt;• Accountable to FS VP</td>
<td>Coordinator Projects III, Band F</td>
</tr>
<tr>
<td>Coordinator Projects II</td>
<td>• Typical Projects Range Up To $250,000 with Low Risk Associated&lt;br&gt;• Advise and assist with coordinating project construction activities</td>
<td>• Direct Report to supervisor in central or unit facilities&lt;br&gt;• If in unit, partnership with central facilities staff&lt;br&gt;• Accountable to FS VP</td>
<td>Coordinator Projects II, Band E</td>
</tr>
<tr>
<td>Coordinator Projects I</td>
<td>• Typical Projects Range Up To $50,000 with Low Risk Associated&lt;br&gt;• Coordinate activities with assigned projects and related administrative office duties</td>
<td>• Direct Report to supervisor in central or unit facilities&lt;br&gt;• If in unit, partnership with central facilities staff&lt;br&gt;• Accountable to FS VP</td>
<td>Coordinator Projects I, Band D</td>
</tr>
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