

**Job Code:.....101629**  
**Position # :(PSA) .. (E)...**  
**Developed by: MS; CB**  
**Reviewed by: ..LK; DLJ**  
**Approved by: ..... LK**  
**Date: 02/22/23**

**UNIVERSITY OF RHODE ISLAND**  
**Position Description**

**TITLE:** Specialist, CELS/Operations and Facilities

**DIVISION:** Academic Affairs (College of the Environment and Life Sciences)

**REPORTS TO:** Dean, College of the Environment and Life Sciences

**GRADE:** 7

**SUPERVISES:** Student Help, Van/Bus Drivers, and Contractors

**BASIC FUNCTION:**

Assist and support the CELS Coordinator/Operations with the operation and maintenance of laboratories, teaching rooms, facilities and equipment in the Center for Biotechnology and Life Sciences, Coastal Institute (Kingston), and Woodward Hall in the College of the Environment and Life Sciences.

Responsible for the operations of the college motor vehicle pool, including 27-passenger minibus, 12-passenger academic vans, and research vehicles; driving motor vehicles for field trips, repairs, and as needed. Responsible for the planning, directing, managing, coordinating, and supervising the assignment, utilization, maintenance, repair, replacement, and disposal of vehicles. Responsible for maintaining college list for approved vehicle drivers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Assist with and provide back-up support to the CELS Coordinator/Operations with the day-to-day operation of the college facilities: Center for Biotechnology and Life Sciences, Coastal Institute (Kingston), and Woodward Hall.

Assist in the monitoring of financial expenditures in relation to specific services and be responsible for the execution and control of such services and expenditures.

Assist in managing and/or developing budgets for operating requirements, equipment purchases, parts and supply purchases and ensure that actual expenses are consistent with the approved budget.

Assist in budgeting and procurement activities including the generation, review, and approval of requisitions for equipment, materials supplies, and services; and maintaining inventory of equipment and supplies necessary to perform work.

Plan, direct, manage, coordinate, and supervise the assignment, utilization, maintenance, repair, replacement, and disposal of vehicles with consideration to university protocol. Prepare billing cycle documentation for vehicle use.

Monitor and maintain college records on motor vehicles for safety, repair, maintenance, and accessibility. Initiate responsive actions as required. Implement routine preventative maintenance schedules. Manage maintenance, coordinate with automotive services, and monitor progress of such projects.

Coordinate with Facilities fleet management, as assigned. Responsible for ensuring all college drivers are aware of Motor Vehicle Safety policy and trained according to university policy. Implement and deliver training modules for vehicles use and care. Maintain list of the college's qualified state vehicle drivers.

Transport passengers in assigned vehicle (van or minibus) to on and off-campus field site locations. Transport small boats on boat trailer to class locations.

Conduct vehicle life cycle analysis; review departmental vehicle and equipment needs; develop fleet replacement plans; draft requirements and specifications formatted for the bidding and acquisition of vehicles and equipment.

Document all work in batch records, equipment logs, laboratory notebook(s) or other acceptable forms; and summarize work and report status and issues in a timely manner.

Supervise staff and/or students, as required.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

Perform related duties as required.

#### **LICENSES, TOOLS, AND EQUIPMENT:**

Personal computers, printers and word processing and spreadsheet software. Word. Excel. Calendar software. Must be able to respond to emergencies (i.e., on-call.) Must possess a valid

driver's license. Must possess a commercial driver's license (*CDL*) with passenger endorsement or be able to obtain one within 180 days of appointment.

**ENVIRONMENTAL CONDITIONS:**

This position may be exposed to chemicals, steam, pressurized vessels, and rotating equipment. As essential personnel, subject to required work in emergency and adverse weather conditions.

**QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree: Minimum two years of experience with automobile, bus, truck, light or heavy duty road and/or farm equipment; Minimum two years' work experience in facilities, business, or management; Demonstrated experience with logistical, analytical, and/or organizational tasks; Demonstrated computer skills (including Excel, Word, calendar software); Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must be able to work weekends and holidays, as necessary. Must be able to respond to emergencies (i.e., on-call.) Must possess a valid driver's license. Must possess a commercial driver's license (*CDL*) with passenger endorsement or be able to obtain one within 180 days of appointment.

**PREFERRED:** Demonstrated prior experience driving a bus; and, Demonstrated prior experience hauling a boat trailer.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**