

# Job Classification System

## EXAMPLE TASKS H&F, TIMETABLING SCALES 6 TO 8

Disclaimer: This job family assumes that the preceding level has been fully mastered before tasks at the next level are carried out.

| Employee E, scale 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Employee F, scale 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Employee G, scale 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Results to be achieved: Building maintenance and management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Exchanges information with other internal and external service providers;</li> <li>• Supervises facilities and/or logistical work carried out by third parties and reports deviations;</li> <li>• Identifies bottlenecks regarding the quality, reliability, safety, etc. of the services and products delivered, and puts forward solutions;</li> <li>• Draws up repair recommendations and carries out measurements and fault analyses;</li> <li>• Carries out more extensive repairs, such as renewals and extensions to or of complex parts of installations, including inspections;</li> <li>• Carries out integral checks/inspections of the correct operation and safety of building-related installations (for example climate control, combined heat and power, and cooling installations) and the installations in use with them;</li> <li>• Draws up risk assessments and contingency plans for emergencies;</li> <li>• Coordinates the in-house emergency response (BHV) activities (organising delivery, informing others) and makes proposals to the (school) management on these.</li> </ul> | <ul style="list-style-type: none"> <li>• Coordinates facilities support and service provision in alignment with other internal and external service providers;</li> <li>• Supervises facilities and/or logistical work carried out by third parties, reports deviations and takes any measures required;</li> <li>• Identifies bottlenecks regarding the quality, reliability, safety, etc. of the services and products delivered, puts forward solutions and takes measures;</li> <li>• Acts as first point of contact for complaints from local residents, etc.;</li> <li>• Oversees the state of maintenance of buildings and furnishings and draws up reports on replacement and repair;</li> <li>• Makes implementation proposals regarding planned maintenance;</li> <li>• Produces cost overviews for maintenance projects;</li> <li>• Assesses renewal or replacement requests submitted by users for technical feasibility and efficiency;</li> <li>• Organises the letting and shared use of buildings by third parties;</li> <li>• Arranges the day-to-day coordination/direction of the facilities unit at the location/school.</li> </ul> | <ul style="list-style-type: none"> <li>• Coordinates with the coordinators of other locations/schools at central level on delivering, or contributing to, joint purchasing, maintenance, conversion and new building, fitting out, etc.;</li> <li>• Supplies data for the annual maintenance plan and the annual budget relating to the buildings and their maintenance, and is responsible for delivery once adopted by the (central) management;</li> <li>• Draws up (parts of) cost calculations;</li> <li>• Purchases materials (office supplies, workstation fittings and cleaning products) and services (service contracts, catering, cleaning contracts, etc.) within the joint arrangements and budgets set;</li> <li>• Takes part in (institution-wide) projects relating to, among other things, accommodation and facilities services;</li> <li>• Holds consultations with suppliers, manufacturers, companies and the users of the buildings and grounds about goods or services delivered or required (including security), requests and assesses quotations, and procures services;</li> <li>• Carries out joint energy management across locations;</li> <li>• Supports tendering processes;</li> <li>• Coordinates the team's tasks:               <ul style="list-style-type: none"> <li>- Distributes the tasks among the employees and oversees their proper delivery;</li> <li>- Draws up contingency plans and protocols for the various tasks;</li> <li>- Carries out staff welfare duties (including performance reviews).</li> </ul> </li> </ul> |

# Job Classification System

| Employee E, scale 6                       | Employee F, scale 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Employee G, scale 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| Results to be achieved: Timetabling tasks |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                           | <ul style="list-style-type: none"> <li>• Collects information on educational programmes (number of subjects, forms of teaching, assessment and examination dates), numbers of students per subject, availability of teachers, available teaching rooms, and the like;</li> <li>• Monitors the most efficient possible use of the rooms;</li> <li>• Makes arrangements (within the frameworks set) with location managers;</li> <li>• Draws up timetables using the available software, such as a school's annual, quarterly and lesson timetables;</li> <li>• Checks the planning/timetables, inserts non-timetabled activities and informs students/teachers accordingly, providing any additional information;</li> <li>• Makes suggestions for changes to timetables/planning as a result of unexpected changes in activities/locations due to sickness of teachers/invigilators or the lapse of arrangements about the availability of locations;</li> <li>• Makes suggestions for scheduling rooms for commercial activities;</li> <li>• Draws up overviews from the planning and timetabling records;</li> </ul> | <ul style="list-style-type: none"> <li>• Coordinates and directs the timetable planning;</li> <li>• Holds consultations on the alignment of timetables and timetable changes with the management, teachers and other parties involved;</li> <li>• Makes changes to timetables/planning as a result of unexpected changes in activities/locations due to sickness of teachers/invigilators or the lapse of arrangements about the availability of locations;</li> <li>• Allocates rooms for commercial activities;</li> <li>• Draws up overviews from the planning and timetabling records;</li> <li>• Identifies bottlenecks and solutions in the area of timetabling;</li> <li>• Collects and draws up (management) information, including in the area of logistics and quality assurance, and presents it.</li> </ul> |