The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Coordinates with Campus Deans and/or College Vice Presidents regarding the assignment of offices and instructional spaces and then coordinates with ITS, Inventory Control, and others in Facilities Services to implement these assignments. Makes decisions and is responsible for all aspects of the moves to implement these assignments. Make arrangements for furniture installations in new construction projects, renovations, and routine replacements. Identifies problems with facilities in terms of functioning and appearance, analyzes potential solutions, plans a strategy, and implements renovation projects to ensure that the College’s physical spaces support the learning environment. Assists the Manager of Facilities Management, Manager of Facilities Design and Construction, and Associate Vice President for Facilities in providing overall facilities support and service to College departments and administrators. Collaborates with other College personnel and contractors and builds consensus.

Characteristic Duties and Responsibilities:

1. Works with Campus Deans and/or College Vice Presidents to determine assignments of offices and instructional spaces. Based on these decisions, serves as liaison with ITS, Inventory Control, and others within Facilities Services to implement these assignments in a coordinated manner.

2. Is responsible for all aspects of all moves of College personnel, furniture, and other items. In this role, works with Purchasing to award term contracts for moving companies. Coordinates and schedules the timing of all moves. Determines whether to move or replace furniture and fixtures. Serves as Facilities Services customer interface and point of contact with moving contractors and fixtures. Supervises the contractors providing the services, including determining damages, ensuring satisfactory resolution of these claims, and approving payments. Moves involve between one and several hundred employees at a time and typically involve multiple facilities at a time. A key part of scheduling involves determining the best time for moves to occur in the College’s overall calendar and in the work patterns of the staff involved in the moves and ensuring that the work is completed within the scheduled time period.

3. Manages furniture installations in new construction projects, renovations, and cyclical replacements. Involves ensuring that furniture ordering packages are completed correctly and on time by contracted project architects; ensuring that College’s standards for quality, durability, and aesthetics are met; ensuring that installed product meets College’s standards; ensuring that project timetables are met; approving payments; handling warranty issues.

4. Assists Manager of Facilities Management and Manager of Design and Construction in identifying and resolving facility deficiencies. Identifying and resolving facility deficiencies includes determining whether building systems are operating appropriately, determining whether aesthetic appearances are acceptable and comply with College standards, determining whether the College is in compliance with key regulations such as federal and state accessibility codes and various health and safety requirements, evaluating options for correcting problems or upgrading finishes, supervising the work of contractors and staff involved in the corrective activities, and other duties. Identifying deficiencies requires surveys of the
Job Description

Job Title: Facilities Coordinator  
Job Code: 3126

Department: Plant Services  
Grade: K

Date: Updated February 2005  
FLSA: Exempt

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College’s entire facilities inventory, determination of the corrective work that needs to be undertaken, and the prioritization of the needs.

5. Serves as primary contact for Facilities Services in planning and coordinating facilities improvement projects. Serving as the primary contact involves determining which projects to undertake based on prioritizations of a multi-year list of needs, determining the scope of work that needs to be undertaken, supervising contractors and staff involved in the work, signing off on the work and authorizing payment.

6. Assists Manager of Facilities Manager in identifying and resolving facility compliance issues. Compliance issues relate to Americans with Disabilities Act (ADA) requirements, Office of Safety and Health Administration (OSHA) requirements, fire code issues, building code requirements, and compliance with College-adopted standards.

7. Provides guidance to internal departments in programming new and renovated facilities, determining layouts of furniture in offices and instructional spaces, and provides technical support to College staff who may be ordering furniture and fixtures. The Facilities Coordinator serves as the Facilities Services person under College policy who works with Campus Deans and/or Vice Presidents to assign space, providing advice on: the feasibility of renovations, the advisability of assignments based on adjacent uses or other factors, the advisability of plans based on the degree of permanence of the options, and other issues. Assisting in layouts and providing technical support involve designing space layouts; designing renovation options; supervising the drawings of space layouts and renovations; determining the sizes of space desired under College standards for the particular activity or customer; determining the furniture and fixtures indicated by College standards; interpreting and applying the College’s standards for sizes of offices, classrooms, other spaces, and FFE (furniture, fixtures, and equipment) for Facilities Services, Campus Deans, and Cabinet members; recommending revisions to the College’s standards for Cabinet’s consideration.

8. Performs regularly scheduled building inspections and determines which issues need to be addressed and the plan for addressing them. As part of this process, supervises College staff or contractors undertaking the physical work.

9. Supervises CAD Technician on a daily basis to ensure College’s library of floor plans remains up to date, to provide drawings of options for renovations; and to provide drawing to support renovation work.

10. Provides technical support in coordinating facility services in support of College events.

Reporting Relationships:

Direction Received: Reports to Manager of Facilities Management, who provides general guidance and consultation.

Direction Given: Coordinates with staff of ITS and Inventory Control during installations of furniture and equipment associated with moves in new facilities, renovated space, or existing space. Supervises Facilities Management staff and contractors involved in improvement projects (Zone Maintenance Technicians and CAD Technician).

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.
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Manages contractor staff during moves. In total, supervises the equivalent of two College staff and multiple contractor staff on an ongoing basis.

Minimum Requirements:

Requires an Associate’s degree in Architectural Technology/Interior Design, Business Management, Computer Assisted Design or related field and two years experience in Building/Facility Management, Construction and Administration.

Knowledge, Skills, Abilities, and Worker Characteristics:

Organizational skills  
Knowledge of CAD applications  
Knowledge of OSHA and ADA requirements  
Knowledge of state and local building codes and fire codes  
Knowledge of NEC
Interpersonal skills to work with Campus Deans, College Vice Presidents and staff
Ability to work in a collaborative manner
Ability to build consensus regarding decisions

Working Conditions:

Required to move or lift light objects (up to 50 pounds). Works outdoors in all weather conditions during moving, inspection and renovation projects. Works in construction environments involving dust, noise, and fumes.