

ISSUED: 6/93
3/92 & 3/89

TITLE: <u>Facility Coordinator II</u>	SALARY SCHEDULE: <u>B</u>	CLASS CODE: <u>PE506</u>
UNION: <u>P&A – Local 1979, U.A.W</u>	SALARY GRADE: <u>11</u>	EEO CODE: <u>50</u>
	FLSA: <u>Exempt</u>	E-CLASS: <u>PE</u>

POSITION PURPOSE

Provide facilities management administrative support and highly specialized skills for the physical operations and support services for a large School, College or Division of the University to ensure the effective utilization of available facilities and to improve operational efficiency.

ESSENTIAL JOB FUNCTIONS

- Oversee and monitor the maintenance and repair of the physical facilities and services to ensure established standards are maintained. Assess space requirements and inventory usage of occupied space and recommend and implement changes in allocation.
- May serve as technical liaison to facility researchers and students to identify and address unit needs and provide recommendations regarding resource allocation and prioritization. Prepare and provide related reports and data as requested.
- Determine operational inventory and equipment needs. Coordinate purchasing activities, analyze needs, research products, contact vendors for prices, create specifications and oversee the purchasing process to ensure appropriate selection, cost effectiveness and prompt delivery of equipment and services.
- Develop and maintain property control records to ensure all property and equipment usage is handled in a responsible manner. Initiate calls for service for unit equipment and utilities. Review and approve all telecommunication services within the School, College or Division.
- May act as liaison to various departments, personnel and service groups to request service, resolve problems and implement new and effective services. Attend meetings and participate in related programs and events. Provide information on department facilities and activities.
- May provide advice and instruction to students, faculty and researchers regarding a technical specialty. Utilize specialized knowledge in the execution of highly technical skills to provide assistance units and support with research and instructional activities. Design, fabricate, repair and maintain laboratory equipment.
- Assist in special projects which require long range planning, needs assessment and coordination of various departments, staff and outside groups in terms of facilities maintenance and renovation and sustaining physical operations. Assemble and direct the resources necessary to achieve goals set by administrators.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Supervise and schedule work assignments for regular and part-time support staff. Train and instruct on policies and procedures to accommodate School/College/Division services.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides facilities management which includes overseeing and coordinating various physical plant operational activities for a School, College or Division in the University. Work activities demand the application of many procedures to differing situations and offer the incumbent latitude in determining the sequence in which these procedures should be applied. Situations may also require the search for new applications of procedures and the establishment of new priorities. May require the application of highly specialized skills in a research setting and the utilization of such skills in the instruction and assistance of researchers and students in a laboratory setting. Work assignments are somewhat complex and require an understanding of facilities management. Incumbents provide instruction and guidance to staff and the general public on the department's functioning and space utilization and may provide supervision to non-exempt department staff. Work assignments are performed independently and under the direction of an academic or administrative head, e.g. Dean, Director.

MINIMUM QUALIFICATIONS

- Graduation from a four year college or university or an equivalent combination of education and/or experience.
- Considerable experience in facilities management.
- Reasonable supervisory experience.
- Strong oral and/or written communication skills.
- Ability to communicate effectively with others.
- Knowledge of University operational policies and procedures.
- May require specialized skills and extensive experience in the application of those skills in a research environment.
- Typically, incumbents have held positions such as Facilities Coordinator I or have been involved in facilities upkeep.