

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

TITLE: Facility Coordinator I

SALARY  
SCHEDULE: B

CODE: PN510

UNION: P&A – Local 1979, U.A.W

SALARY  
GRADE: 10

EEO  
CODE: 50

FLSA: Non-Exempt

E-  
CLASS: PN

---

## **POSITION PURPOSE**

Oversee and coordinate space utilization and support services for a unit in the University to ensure staffing levels and operational activities meet established standards. Position duties require the application of specialized skills which can be acquired through a combination of job related training and considerable on-the-job experience.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinate activity schedules and information for a unit in the University. Schedule special events and open use programs for University and outside groups; prepare contracts for special events requested; review insurance coverage; assist in setting rental policy for facility. Review and maintain budget revenues and expenditures.
- Oversee and monitor preventative maintenance of departmental equipment. Initiate requests for maintenance services; arrange for cleaning and maintenance of facility and supplies; consult with others on the proper repair of equipment. Perform and maintain inventory of unit equipment and supplies.
- Review space requirements and inventory of occupied space and recommend changes to allocation. Monitor facility use and security procedures; notify Public Safety, Facilities Planning and Management, Parking Authority, etc. of special events or changes in service schedules, so adequate coverage can be arranged.
- Interview, hire, evaluate, discipline and terminate employment of regular full and part-time temporary support staff. Instruct unit employees on methods and procedures; prepare work schedules for subordinate staff to accommodate facility usage; plan and assign work activities to employees; monitor workflow and staffing levels; make recommendations on the creation of new positions as necessary.
- Oversee the collection of rental and use fees. Credit proper accounts for revenues received; charge appropriate accounts for expenditures. Prepare standard University forms used to initiate expenditures for the authorization of supervisor. Coordinate outside services for unit activities.

- Act as liaison to faculty, staff, students and the general public. Interpret department policies and procedures; resolve problems and complaints; provide information on department activities. Attend meetings and participate in University programs and events.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification oversees scheduling, staffing and overall operational activities for a unit in the University. Work activities are impacted by changing priorities and differing situations which demand that the incumbent choose an appropriate procedure. This may include the search for new applications of procedures. Incumbents provide instruction and guidance to students, staff and the general public on the department's functioning and provide supervision to lower/level non-exempt department staff. Supervision, scheduling and guidance is provided to department staff to ensure facility is available to individuals and groups. Work assignments are performed independently and under the direction of a management level position.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university or equivalent combination of education and/or experience preferred.
- Reasonable experience in facility management and general office procedures.
- Some supervisory experience required.
- Ability to communicate effectively with others.
- Typically, incumbents have held positions providing facilities upkeep.