

Job Title	Facilities Coordinator I
Job Code	
Exempt Status	Exempt
Position Status	
EEO Classification	

Job Summary

The Facilities Coordinator I, under general supervision, assists with administering routine, preventative, and planned facility maintenance. Keeps buildings in safe, secured condition and in constant working order. Assists with maintenance of mechanical and electrical operations, HVAC, architecture, and landscaping to ensure building is a comfortable and safe facility for faculty, staff, students, and guests.

Essential Duties and Responsibilities

- Assists with ordering and installation of facility equipment. Handles recyclable materials and sharps containers.
- Receives and distributes supplies/mail/specimen from post offices, docks, bus depots, and labs. Assists with maintenance of general supply inventory and equipment storage for assigned campuses. Includes organizing and maintaining storage facilities.
- Assists in the preparation of required work orders for electrical, plumbing, custodial, carpentry, key, and sign shops to perform work required to maintain facilities for instructional use.
- Assists staff and faculty with facility requests, including furniture/equipment moving and assembling, office painting, building renovations, mounting bulletin boards, replacing light bulbs, delivering paper, etc.
- Promotes safe building access practices for faculty, staff, and student workers, providing reminders as necessary and reporting incidents or accidents, when required, if safety rules are compromised.
- Serves as a contact for after-hours building emergencies.
- Tags new acquisitions and proper disposal of unusable furniture/equipment. Assists with the maintenance of inventory records and performing annual departmental inventory certification for submission to Property Management. Assists with requests for rekeying entry access and requests for additional keys to a location.
- Assists with room reservation records requests.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree in applicable field or equivalent combination of education and experience.

Experience – No prior experience required.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Excellent verbal and written communication skills. Ability to promptly respond to on-site emergency calls.

Licensing / Professional Certification – None.

Physical Requirements – Ability to exert heavy force.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements

Approved by:	
Date approved:	
Reviewed:	