**Facilities Coordinator I Standard Job Description**

**Classification Title:** Facilities Coordinator I

**FLSA Exemption Status:** Exempt

**Pay Grade:** 8

**Minimum Pay:** $48,612.00

**Job Description Summary:**

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

**Essential Duties and Tasks:**

**50%: Facility Management**

* Assists with routine, preventative, and planned facility maintenance issues to include custodial, plumbing, utilities, energy conservation, building automation systems, electrical systems, facility equipment, hazardous conditions, damaged walls, floors, and ceilings, building safety and security, and leaks.
* Assists with tracking maintenance requests through Aggieworks and Telecommunications.
* Conducts daily walk-throughs to ensure maintenance and construction projects are on task.
* Assists with the preparation of required work requests for electrical, plumbing, custodial, carpentry, key and sign shops to perform work required to maintain facilities for instructional and research use.
* Serves as a contact for after-hours emergencies.
* Assists with departmental moves.
* Provides backup support to other Facility Coordinators as needed.
* Provides indirect supervision to Student Workers.
* Assists with special building deliveries and shipments.
* Performance of these duties require operating a university vehicle to drive to various locations in a timely manner.
* Contributes to a safe work environment by reporting accidents and unsafe working conditions, uses proper personal protective equipment, follows safety procedures outlined in Material Safety Data Sheets, and participates in safety training.

**20%: Coordination**

* Works closely with Campus Planning Design & Construction team and contractors to coordinate renovation and construction projects.
* Conducts daily walk-throughs to ensure construction projects are on task.
* Assists in the coordination of building access with occupant approval.
* Maintains building security via hard keys and electronic security management.
* Confirms facilities operates according to building schedule; Opens and secures entrances according to daily schedule.
* Assists in the coordination of emergency plans including annual fire drill, communicating access, safety and security rules, reporting security violations, etc.
* Coordinates with events team on common space usage for events, including after-hours use.
* Assists with the execution and approval of space inventory.

**10%: Communication**

* Assists with the communication between occupants and other stakeholders regarding facility-related issues to include maintenance, emergency preparedness and construction.
* Assists in the maintenance and updates all emergency evacuation plans in collaboration with F&LS.
* Promotes safe building access practices for faculty, staff, and students.
* Coordinates communication between all concerned parties.
* Coordinates with outsourced area maintenance, landscape, and construction crews.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* No required experience.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing and spreadsheet applications.
* Excellent verbal and written communication skills.
* Ability to multitask and work cooperatively with others.
* Ability to promptly respond to on-site emergency calls.
* Ability to assist with management, planning and organizing building maintenance and operations.

**Machines and Equipment:**

* Computer: 20 hours.
* Telephone: 5 hours.

**Physical Requirements:**

* Ability to lift and move heavy objects.
* Ability to navigate in cramped spaces.
* Ability to climb stairs and ladders.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.
* Daily duties to be performed on-site.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**