**Facilities Coordinator II Standard Job Description**

**Classification Title:** Facilities Coordinator II

**FLSA Exemption Status:** Exempt

**Pay Grade:** 9

**Minimum Pay:** $55,904.00

**Job Description Summary:**

The Facilities Coordinator II, under general supervision, administers routine, preventative, and planned facility maintenance. Keeps buildings in safe, secured condition and in constant working order. Maintains 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 Tasks:**

**40% Facility Maintenance and Coordination**

* Orders and installs facility equipment.
* Prepares required work orders for electrical, plumbing, custodial, carpentry, key, and sign shops to perform work required to maintain facilities for instructional use.
* Tracks maintenance requests and serves as a point of contact for maintenance issues, including custodial and electrical systems.
* Conducts daily walk-throughs to ensure maintenance and construction projects are on task.
* Assists with and may coordinate departmental moves.
* Promotes safe building access practices for faculty, staff, and students.

**20% Inventory and Resource Management**

* Maintains the general supply inventory and equipment storage for assigned campuses.
* Tags new acquisitions and ensures proper disposal of unusable furniture and equipment.
* Maintains accurate inventory records and performs annual departmental inventory certification.
* Maintains room reservation records and requests.

**10% Emergency Preparedness and Safety**

* Assists in the coordination of emergency plans including annual fire drills and communication of safety rules.
* Reports fire drills and emergency evacuation drills.
* Maintains and updates all emergency evacuation plans in collaboration with relevant stakeholders.

**10% Communication and Support**

* Coordinates communication between occupants and other stakeholders regarding facility-related issues.
* Serves as contact for special building deliveries and shipments.
* Provides backup support to other facility coordinators as needed.

**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.
* Two years of related experience in facilities, building maintenance, or facilities construction scheduling and inventory.

**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**