**Facilities Coordinator III Standard Job Description**

**Classification Title:** Facilities Coordinator III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Minimum Pay:** $64,288.00

**Job Description Summary:**

The Facilities Coordinator III, under general supervision, oversees routine, preventative, and planned facility maintenance. Keeps buildings in safe, secured condition and in constant working order. Oversees 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 Management and Coordination**

* Manages property through the ordering and installation of equipment.
* Oversees the preparation of required work requests for electrical, plumbing, custodial, carpentry, key, and sign shops to perform work required to maintain facilities for instructional use.
* Serves as a point of contact for all building inspections and after-hours emergencies.
* Conducts daily walk-throughs to ensure maintenance and construction projects are on task.
* Manages maintenance requests through relevant systems.
* Coordinates activities of construction and renovation projects to ensure compliance with appropriate policies and regulations.

**20% Personnel Management and Training**

* Manages personnel actions to include time reports, leave request approvals, and annual evaluations.
* Hires, trains, and supervises student workers to support facilities management.
* Provides appropriate professional development opportunities for facilities staff.
* May supervise and direct the work of Facility Coordinator I and II positions.

**10% Safety and Emergency Preparedness**

* Promotes safe building access practices for faculty, staff, and students.
* Coordinates emergency plans including annual fire drills and communication of safety rules.
* Oversees the organization and reporting of fire drills and emergency evacuation drills.
* Maintains and updates all emergency evacuation plans in collaboration with relevant stakeholders.

**10% Inventory and Resource Management**

* Develops and maintains the general supply inventory and equipment storage for assigned campuses.
* Tags new acquisitions and ensures proper disposal of unusable furniture and equipment.
* Prepares and maintains room reservation records and requests.

**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.
* Four 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**