**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, monitors routine, preventative, and planned facility maintenance, including mechanical and electrical operations, HVAC, custodial, and landscaping to ensure their assigned buildings are comfortable and safe facilities for faculty, staff, students, and guests. The Facilities Coordinator I assists with coordinating response and follow-up with our contracted service provider on requested work and outstanding issues and may consult with internal and external stakeholders on how to navigate Facilities Management protocols. The Facilities Coordinator I effectively communicates with building occupants and general maintenance, custodial, and groundskeeping staff members.

**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 Computerized Maintenance Management System (CMMS) program and Telecommunications.
* Conducts daily walk-throughs of assigned facilities 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 point of contact for building walkthroughs and inspections, as needed.
* Responds accordingly to after-hours emergencies for assigned facilities.
* Responsible for providing space management and relocation resources.
* Provides backup support to other Facility Coordinators as needed.
* Contributes to a safe work environment by reporting accidents and unsafe working conditions, uses proper personal protective equipment, follows safety procedures outlined in Safety Data Sheets, and participates in safety training.
* Performance of these duties require operating a vehicle to drive to various locations in a timely manner.

**30% Coordination**

* Works closely with project managers to coordinate renovation and construction projects. Conduct daily walk-throughs and consult with project managers to ensure progress of project.
* Assists in the coordination of building access with occupant approval.
* Maintains building security via hard keys and electronic security management during the transition of this process to the departments and colleges.
* Confirms facilities operate according to building schedule; Opens and secures entrances according to daily schedule.
* Assists in the coordination of emergency plans including the annual fire drill, and communicating access, safety and security rules to building occupants.
* Coordinates with service provider for the custodial and maintenance of common use spaces.
* Performance of these duties require operating a vehicle to drive to various locations in a timely manner.

**20% Communication**

* Assists with the communication between occupants and other stakeholders regarding facility-related issues to include maintenance, emergency preparedness, custodial and construction.
* Collects information and provides necessary reports to appropriately document fire drills, emergency evacuation drills, and other facility related requests.
* Promotes safe building access practices for faculty, staff, and students.

**Other Duties**

* Performs other duties as assigned.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* No required experience.

**Required Licenses and Certifications:**

* Valid driver’s license. Must be able to obtain State of Texas class “C” vehicle operator’s license within 30 days of employment.

**Preferred Qualifications**

* Experience in facilities management or building maintenance.

**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, including after-hours, weekends, and during University closures.
* Ability to assist with management, planning and organizing building maintenance and operations.
* Excellent customer service skills.
* Ability to interact professionally with all levels of customers and coworkers.
* Conflict resolution skills

**Additional Information:**

**Machines and Equipment:**

* Computer. Telephone. Use of university vehicle, golf cart or another slow-moving vehicle

**Physical Requirements:**

* Occasionally required to lift and/or move heavy weighted objects.
* Ability to be on call for emergencies and respond accordingly to issues.
* Ability to move about buildings and throughout campus.
* Ability to navigate in cramped spaces.
* Occasionally ascends and descends a ladder.
* Occasionally required to work in outdoor weather conditions

**Other Requirements and Factors:**

* Ability to be on call for emergencies and respond accordingly to issues.
* Daily duties to be performed on-site.
* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**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**