**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, monitors and regularly follows-up on 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 II actively coordinates response and follow-up with our contracted service provider on requested work and outstanding issues, and is a consultant for internal and external stakeholders on how to navigate Facilities Management protocols. The Facilities Coordinator II is called upon to problem solve facilities issues and propose solutions for navigating proper facility management, given their expertise. The Facilities Coordinator II effectively communicates with building occupants, general maintenance, custodial staff members, groundskeeping staff, and organizational leadership in the management of their assigned facilities.

**Essential Duties and Tasks:**

**50%: Facility Management**

* Serves as point of contact for maintenance issues. Coordinates routine, preventative, and planned facility maintenance 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.
* Tracks maintenance requests through a Computerized Maintenance Management System (CMMS) program and Telecommunications.
* Serves as a point of contact, or backup contact, for all building inspections.
* Conducts daily walk-throughs of assigned facilities to ensure maintenance and repairs are on task.
* Prepares required work requests for electrical, plumbing, custodial, carpentry, key and sign shops to perform work required to maintain facilities for instructional and research use.
* 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. Provides indirect mentorship to Facility Coordinator I’s and/or student workers.
* 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 Management team to coordinate renovation and construction projects. Conducts daily walk-throughs and consult with project managers to ensure progress of project.
* Provides daily 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 annual fire drill, communicating access, safety and security rules, reporting security violations, etc.
* 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**

* Coordinates communication between occupants and other stakeholders regarding facility-related issues to include maintenance, emergency preparedness, custodial, groundskeeping, and construction.
* Collects information and provides necessary reports to appropriately document fire drills, emergency evacuation drills, and other facility related requests.
* Maintains and educates building occupants on all assigned emergency evacuation plans in collaboration with necessary stakeholders.
* Promotes safe building access practices for faculty, staff, and students.
* Regularly meets with service provider and building occupants to determine effective oversight of maintenance, custodial, and grounds management of assigned facilities.

**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**

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

**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**

* More than 2 years of facility management experience and/or facilities experience in higher education.
* Two or more years of supervisory/team leadership and communication experience.
* IFMA or APPA Certification
* Familiar knowledge with facility management software, including AggieWorks and AiM.

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

* Knowledge of word processing and spreadsheet applications.
* Ability to multitask and work cooperatively with others.
* Excellent verbal and written communication skills.
* Ability to promptly respond to on-site emergency calls, including after-hours, weekends, and during University closures.
* Ability to coordinate management, planning, and organization of building maintenance and operations.
* Excellent customer service skills.
* Ability to interact professionally with all levels of customers and coworkers.
* Ability to problem solve issues, and propose solutions for building management.
* Conflict resolution skills

**Additional Information:**

**Machines or equipment used in the performance of essential duties**

* 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**

* 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**