**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, serves as a subject matter expert on Facilities Management protocols, as they relate to consulting on renovation and construction projects, as well as 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 III is a resource and mentor to other assigned Facility Coordinators in an assigned area, and provides training to internal and external constituents regularly on Facilities Management procedures. The Facilities Coordinator III is a leader in addressing facilities issues, proposing solutions for navigating proper facility management, and ensuring proper implementation and assessment of all applicable projects, given their expertise. The Facilities Coordinator III engages in routine communication with our contracted service provider and Facilities Management leadership to determine effective strategic planning for our operation.

**Essential Duties and Tasks:**

**40%: Facility Management**

* Lends direct support and expertise to the Area Manager for day-to-day facility operations of multiple facilities.
* Serves as subject matter expert for custodial, maintenance, and groundskeeping issues to include: 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 back up contact, for all assigned building inspections.
* Conducts daily walk-throughs of assigned facilities to ensure maintenance and repairs are on task.
* Responds accordingly to after-hours emergencies for assigned facilities.
* 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.
* Works closely and consults with Department Heads on strategic, long-term planning for the facilities, to pinpoint needs, concerns, and issues related to the facilities.
* Responsible for providing space management and relocation resources.
* May supervise, direct, and evaluate the work of Facility Coordinator I and II positions, as well as assign student worker daily tasks to support Facilities Management.
* 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 Material 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.

**25% Coordination**

* Works closely with Project Management team, occupants and contractors to coordinate the planning and execution of renovation and construction projects. Conducts walk-throughs with Project Managers to ensure construction projects are on task.
* 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 with the Coordination of emergency plans including annual fire drill, communicating access, and security rules, reporting security violations, etc.
* Coordinates with service provider for the custodial and maintenance of common use spaces.
* Consults with occupants on the execution and approval of space inventory.
* Performance of these duties require operating a vehicle to drive to various locations in a timely manner.

**25% Communication**

* Coordinates communication between occupants and other stakeholders regarding facility-related issues to include maintenance, emergency preparedness, custodial and construction.
* Assists in the organization of fire drills and emergency evacuation drills and provides necessary reports to involved parties.
* 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.
* Regularly meets with Area Manager to discuss needed support for an assigned area and provides action plans to problem solve and address ongoing issues.

**10% Training**

* Mentors, trains, and develops Facilities Coordinators on Facilities Management topics.
* Assists with collecting feedback from Facilities Coordinators to determine future training needs and works collaboratively with Facilities Management leadership to present findings.
* Provides educational training and resources to external stakeholders on Facilities Management protocols.
* May supervise Facility Coordinator I and II positions
* May supervise Student Workers

**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**

* Four 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**

* Bachelor’s degree in facility or construction related field, or trade school training in electrical, plumbing, HVAC, carpentry.
* More than four years of facility management experience in higher education.
* More than four years of supervisory/team leadership and communication experience.
* IFMA or APPA.
* Familiar knowledge with facility management software, including AggieWorks and AiM.
* Familiar knowledge with TAMU facility management protocols.

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

* Proficient knowledge of spreadsheet and word processing software.
* Ability to communicate well with multiple stakeholders and manage multiple complex tasks simultaneously.
* 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 oversee and direct the management, planning, and organization of building maintenance and operations.
* Excellent customer service skills, and ability to lead others in developing meaningful connections with campus stakeholders.
* Ability to interact professionally and frequently with all levels of customers and coworkers.
* Excellent problem-solving skills, including analyzing technical issues, proposing solutions for building management, and ensuring proper implementation.
* Conflict resolution skills
* Strong organizational skills, including project management and data management.
* Strong leadership skills, including effective decision making, goal orientation, and creating a collaborative environment.

**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.
* Ability to navigate roof inspections.

**Other Requirements and Factors**

* Daily duties to be performed on-site.
* Ability to be on call for emergencies and respond accordingly to issues.
* 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**

**No**

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

**Yes**

**No** 