



**Job Specification**

**Job Title: Facilities Coordinator, Athletics**  
**BCAT Code: 455X BG**  
**Pay Grade: G13**

**Effective Date: April 1, 20077**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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**Job Duties/Responsibilities**

Functions as the building operations manager, ensuring the management and availability of resources required in supporting events, activities, and programs central to the mission of the facility.

**Job Duties/Responsibilities**

- Coordinates materials and resources required to host events, activities, and programs.
- Inspects and monitors progress of building maintenance work orders and equipment.
- Inspects and monitors facility for safety hazards and implements solutions.
- Serves as liaison between facility users and its residents.
- Tracks, monitors, and inspects renovation projects of facility.
- Monitors and tracks budget required for materials and resources required in events, activities, and program planning and implementation.
- Provides support for the President's Office during special events and activities.
- Ensures the comfort and cleanliness of facility for its users and residents.
- Orders and stocks necessary supplies and equipment required in hosting events, activities, and programs.
- Performs other facility coordination duties as assigned.

**Knowledge, Skills, and Abilities**

- Knowledge of facilities management and event coordination practices.
- Knowledge of computer operation and software (spreadsheets, word processors, presentations, and databases).
- Ability to multi-task, pay attention to detail, lift 25 pounds, and exhibit excellent customer service.
- Effective time management and organizational skills.
- Ability to communicate effectively verbally and in writing.

**Minimum Hiring Standards**

Bachelor's degree and two years of related experience, or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*