



Job Specification

Job Title: Facilities Use Coordinator
BCAT Code: 455X AL
Pay Grade: G16

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

Job Duties/Responsibilities

Coordinates the planning and implementation of renovation, maintenance, and repair of office, lab facilities, and equipment in a department.

Job Duties/Responsibilities

- Coordinates the ordering, installation, and repair of equipment.
- Coordinates the renovation of office, lab facilities, and equipment in a department.
- Coordinates moves from one facility or office in a department to another.
- Coordinates the removal of old or obsolete materials.
- Coordinates facility safety and risk hazards/management with the fire office and Office of Occupational Safety and Risk Management.
- Coordinates the security of facilities with public safety department.
- Coordinates inventory and logistics of renovation, maintenance, and repair activities.
- Serves as liaison between department and facilities ops & management department.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge in interpreting and evaluating engineering drawings, building systems, and maintenance.
- Knowledge of AutoCAD, word-processing (MS-Word), and spreadsheets (MS-Excel), and project scheduling systems.
- Ability to multi-task, coordinate several projects, supervise, and perform life activities (climbing, walking, and entering non-confined areas).
- Effective time management, customer service, supervision, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

Minimum Hiring Standards:

A bachelor's degree and four 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.