



**Family: Facilities and Operations**

**Level: PR5**

**Position Profile Title: Coordinator-Building Services**

Salary Grade	Minimum	Midpoint	Maximum
4	\$44,496	\$60,000	\$75,516

**PROFILE SUMMARY:**

Positions in this job profile plan, organize, coordinate, and evaluate activities associated with building services; plan and monitor performance against goals and objectives and ensure results; interact with internal and external contractors and stakeholders to ensure quality and support.

**DISTINGUISHING CHARACTERISTICS:**

The distinguishing characteristic of the Coordinator-Building Services is the coordination and management of repair and preventative maintenance activities and planning. Positions prepare and oversee processes and procedures.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Creates, maintains, and archives files, documentation, and records.
2. Performs inspections to determine maintenance needs and ensure safety standards to prioritize, coordinate, and schedule necessary repairs, renovation, or maintenance.
3. Communicates and collaborates with internal stakeholders and external contractors and service providers to identify, address, and coordinate maintenance and operational needs and projects.
4. Prepares and oversees document and report preparation to ensure accuracy, compliance and timeliness for processing.
5. Monitors and reconciles budgets; prepares reports to advise leadership and inform decisions and opportunities.
6. Supervision of classified positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are varied, requiring analysis or interpretation of the situation. Problems are solved using knowledge and skills, and general precedents and practices.

Decisions may affect a work unit or area within a department; job may contribute to business and operational decisions that affect the department.

Decisions impact:

- Functions Across the University
- Department
- Direct Team
- Vendors/Suppliers/Contractors
- Student/Parents

**ACCOUNTABILITY:**

Results are defined by senior management, department/division and university mission, vision and strategies; existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.



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Supervision of classified or professional faculty employees including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.

Monitors, informs, reports, reconciles, and/or moves funds within budgets.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.

Collaborates and interacts within the Dept/Unit to:

- Persuade, gain cooperation and acceptance of ideas, or collaborate on significant projects.
- Resolve conflict, negotiate, or collaborate on major projects.
- Access and/or work with sensitive and/or confidential information.

**TYPICAL REQUIREMENTS:**

Bachelor's degree or equivalent combination of education and experience in field related to assigned responsibilities.

Experience with information management systems, facility management, custodial work, staff training, and staff supervision

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.