AUBURN
Human Resources

Coord I, Building Operations

Job Description

JOB INFORMATION

Job Code	NC37A
Job Description Title	Coord I, Building Operations
Pay Grade	FM10
Range Minimum	$37,800
33rd %	$44,100
Range Midpoint	$47,250
67th %	$50,400
Range Maximum	$56,700
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/11/2012

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Facilities Services

JOB SUMMARY

Coordinates and oversees the daily administration/supervision of equipment, service personnel, and facilities within assigned buildings which serve various academic departments, colleges, and schools for faculty, staff, and students.

RESPONSIBILITIES

- Coordinates and oversees the use of fixed and mobile equipment and facilities in and around various classroom buildings.
- Serves as liaison between the Facilities Division, Dean, faculty, staff, students, and various contractors providing services to colleges and other designated classroom buildings.
- Serves as safety coordinator for designated buildings and works closely with Risk Management and Safety to ensure building compliance.
- Maintains access and key control and reservations to ensure optimum service for staff, faculty, and students.
- Performs physical inspections of the facilities on a routine basis, and may perform minor maintenance and upkeep, ensuring that safety and appearance issues have been appropriately addressed.
- Coordinates special event activities by helping to ensure security of the designated buildings.
- Initiates, updates, and maintains records, listings, and other documentation of work activities, schedules, supplies, and equipment.
- Generates, retrieves, and reports records related to assigned buildings to Dean, University, and/or outside reporting agencies in addition to planning, recommending, and submitting short and long term departmental/facilities goals.
- May coordinate vehicle reservations, maintenance, fueling, and cleaning when vehicles are assigned to a facility.
- May conduct tours of the assigned buildings.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Management, Public Administration, Business Administration, or related field	and	0 years of	Experience in overseeing various support personnel	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.