

JOB INFORMATION

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| Job Code | NC75B |
| Job Description Title | Coord II, Campus Relocation |
| Pay Grade | FM10 |
| Range Minimum | \$36,870 |
| 33rd % | \$43,020 |
| Range Midpoint | \$46,090 |
| 67th % | \$49,160 |
| Range Maximum | \$55,310 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 8/26/2010 |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Project Support & Data Management |

JOB SUMMARY

Coordinates the planning, scheduling, and execution of campus moves (of personnel and/or furnishings and/or equipment) via contract movers and "in-house" service support movers.

RESPONSIBILITIES

- Oversees all phases of a move to include coordinating and arranging move meetings with contract movers and departments to determine move criteria and develop a move schedule.
- Serves as liaison between the client and Facilities personnel and contract mover.
- Confers with project manager to determine extent and type of move required and determines cost and level of assistance required by end user.
- Works with external and Facilities personnel to resolve problems and meet the needs of the client by providing solutions for moves and other related issues.
- Provides assistance in other areas related to relocation such as coordinating the purging of furnishings from areas so that renovations may occur.
- Coordinates, itemizes, and allocates furnishings for re-use or surplus by the University, provides inventory information to Property Services or Surplus Property, and advises all departments on University guidelines on allocation of furnishings.
- Develops and implements move guidelines and evaluates the performance of University contract movers.
- Collaborates with Interior Design Department to identify furnishings in their current locations and provides layouts for furnishings in their proposed new locations.
- Works with move contractors to store or retrieve University property from storage.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
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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 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 Interior Design or related field | And | 2 years of | Experience in logistical coordination to include planning the movement of furniture, equipment, and supplies | |

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 KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

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 | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.