UNIVERSITY OF SOUTHERN CALIFORNIA
Facilities Coordinator
Job Code: 181113

Grade: I
OT Eligible: Yes
Comp Approval: 6/27/2005

JOB SUMMARY:
Assists in managing the maintenance, renovation and utilization of space and equipment of one or more University facilities of significant size. Supervises unit staff in the absence of facilities manager.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Supervises unit employees in the absence of Facilities Manager, regarding scheduling and assigning and prioritizing workload.
______ Prepares short-range plans for the use of facilities. Assists in maintaining analysis of space and equipment requirements and in usage allocation. Contributes to long-range planning.
______ Assists in developing and implementing deferred maintenance and preventive maintenance programs.
______ Monitors and analyzes facilities expenses. Assists with developing facilities cost projections, as required. Reconciles facilities expenses to University financial records and initiates correcting entries. Assists with coordination of facilities year-end closing activity. Provides management with information for budget reports, as assigned.
______ Interacts with University departments and/or outside contractors and vendors for facilities operations, maintenance, construction and renovation projects.
______ Coordinates environmental health and safety programs. Assists in conducting safety inspections and providing health and safety equipment. Maintains records for compliance with government and University regulations.
______ Coordinates security surveys. Assists in resolving security concerns. Recommends appropriate changes to procedures for facilities access in regards to key issuance and record maintenance.
______ Conducts routine maintenance inspections of facilities for deficiencies, safety hazards and/or code violations, such as field inspections of lighting, temperatures, signage, housekeeping and phone systems. Conducts inspections of facility equipment, and coordinates required repairs and/or purchases.
______ Coordinates construction and renovation projects. Compiles data for cost and status reports for management.
______ Coordinates telecommunication projects for assigned facilities. May include developing and coordinating staff training programs.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.
EMERGENCY RESPONSE/RECOVERY:

Essential: [ ] No  [ ] Yes

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
Related Undergraduate Study
Combined experience/education as substitute for minimum education

Minimum Experience:
3 Years
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:
Knowledge of computer software for record maintenance and familiarity with facilities operations.

Preferred Field of Expertise:
Proficiency in MS-DOS, Windows, and Macintosh operating systems, spreadsheets, and communications software.

Skills: Administrative:
Balance figures
Communicate with others to gather information
Compute totals
Coordinate meetings
Coordinate work of others
Gather data
Input data
Maintain filing systems

Skills: Other:
Communication -- written and oral skills
Conflict resolution
Interpretation of policies/analyses/trends/etc.
Lead/Guidance Skills
Organization
Planning
Problem identification and resolution

Skills: Machine:
Calculator
Computer Network (Department or School)
Computer Network (University)
Personal Computer
Supervises:  Level:

Leads one or more employees performing similar work
May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: _________________________________  Date: _________________________________

Supervisor: _______________________________  Date: _________________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer