



# Trinity Valley Community College

## Job Description

### Facilities Coordinator

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#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Plan, coordinate, & supervise capital projects with multiple college groups as assigned by AVP of Facilities Management and maintain Energy Conservation program.

#### **REPORTS TO:**

Associate Vice President of Facilities Management

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

High school diploma or GED

##### **EXPERIENCE REQUIRED:**

Two (2) years' related experience

##### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- |  |                                      |
|--|--------------------------------------|
| • Typing/Data Entry                                | • Leadership/ Management             |
| • Computer software proficiency – Microsoft Office | • Attention to detail                |
| • Operating equipment – office or otherwise        | • Time management                    |
| • Written and oral communication                   | • Organization                       |
| • Interpersonal and/or customer service skills     | • Federal Regulations and Directives |
| • Public Speaking/Presenting                       | • Operational Systems and procedures |
| • Basic Math                                       | • Budget and accounting principles   |
|  | • Compliance Law                     |
|  | • Administrative practices           |

**The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.**

#### **RESPONSIBILITIES:**

- Provide input on contractual support activities (capital projects) related to energy management, building refurbishment, small to medium sized capital projects, and the purchase of any products that affects energy consumption.
- Plan, supervise, and coordinate renovation assignments performed by contracted vendor as needed by the College.
- Verify that projects are in compliance with ADA regulations.
- Continue program to promote energy conservation and maintain contact with agencies to monitor energy policy trends.
- Maintain records and data to prepare estimates and budget allotments for energy requirements, capital projects, and grants received. Provide reports as needed.

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- Conduct periodic field inspections to ensure operating efficiency and compliance, and to identify and report any safety hazards.
- Responsible for the implementation of weekday, weekend, holiday, and summer shutdown checklists for every building in the organization.
- Implement night setback program for every building on weeknights, weekends, holidays and summer recess.
- Monitor utility rate schedule and verify billing is complete and satisfactory.
- Ensure organization participation in any rebate program offered.
- Coordinate installation and/or repairs of facilities.
- Work with the building and maintenance personnel on proper operation of the systems and equipment.
- Assist maintenance staff as available and necessary in the building repair and improvements reported.
- Other duties as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |                           |
|-------------------------------------|---------------------------|
| • Standard office equipment         | • Small Hand Tools        |
| • Personal computer and peripherals | • Hand Saws               |
| • Calculator                        | • Power Tools             |
| • Multi-line phone system           | • Drills                  |
| • Copier                            | • Grinder                 |
| • Seat Belts                        | • Welding Torch           |
| • Shoulder Harnesses                | • Air Sprayer             |
| • Locks                             | • Instructional Equipment |
| • Cellular Phone                    | • Fax machine             |
| • Ladder                            |                           |

##### PHYSICAL DEMANDS:

- Requires: Climbing, Stooping, Kneeling, Crouching, Reaching, Standing, Walking, Lifting, Fingering, Grasping, Feeling, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work to Very Heavy Work, Computer Work
- Subject to: Balancing, Pushing , Pulling
- May need: Crawling

##### MENTAL DEMANDS:

- Hazardous Physical Conditions: More than 50% of the time
- Atmospheric Conditions: More than 50% of the time
- Hazardous Materials: 25-50% of the time
- Extreme Temperatures: More than 50% of the time
- Inadequate Lighting: less than 25% of the time
- Work Space Restricts: 25-50% of the time
- Intense Noise: Less than 25% of the time
- Environment: Less than 25% of the time
- Emotional control under stress: 25-50% of the time
- Frequent interruptions more than 25-50% of the time

##### OTHER DEMANDS:

- Ability to be on-call and work a flexible schedule, including nights, weekends and holidays for all utility failures to restoration on all college campuses.

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*The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved: 7/18/01*

*Revised: 10/14/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	NC
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1731
<b>DBM:</b>	B	<b>Travel Required:</b>	Less than 25% of the time
<b>IPEDS/SOC CODE:</b>	15-2031	<b>Employment Status:</b>	Full-Time
<b>Salary Range:</b>	165	<b>Length:</b>	12 Months
<b>FUND:</b>	200	<b>TRS POS. CODE</b>	TRS 03

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