

FACILITIES COORDINATOR

GENERAL STATEMENT:

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

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED required

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Two (2) years' related experience required.

OTHER:

Must have an independent work ethic, good judgment capabilities, have the ability to maintain positive public relations, and must be persuasive. May require supervisory responsibility. Exercise of good judgment in implementation of policy. Ability to maintain favorable public relations. Ability to prepare, analyze and interpret technical data, produce reports, and communicate it to college management and non-technical individuals. Strong communication skills. Must be computer literate, and be able to interpret technical data. Large measure of diplomacy. 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.

DUTIES AND 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.
- 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. Maintain wiring and installation diagrams of the systems.
- 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.

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- Other duties as assigned by appropriate supervisory personnel.
- Work assigned schedule and comply with timekeeping policy.
- Maintains confidentiality of information.

PHYSICAL REQUIREMENTS:

- Work is performed in an office (20%) and in the field (80%).
- Commitment to irregular hours (night, weekend, holiday and summer audits).
- Must be able to climb, bend, stoop, and reach.
- Must be able to walk and stand for long periods.
- Working in confined spaces is sometimes required.
- Must be able to push, pull or lift at least 25 pounds.
- Must be able to read various forms of written materials and must be able to recognize different signs and symbols.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 07/22/09 Revised 09/01/2017

JD731