



Classification Description

Job Title: Facilities Coordinator

Pay Grade: 111

Job Code: 3444

FLSA Status: Exempt

Job Purpose

This position is responsible for providing budget and financial tracking for College construction, remodeling and renovation projects. This position also provides oversight of the Physical Plant operating budgets for all College properties, including the Custodial and Grounds contract. Position provides accurate reporting of departmental budget and serves as a liaison between Facilities Construction and Planning and the Office of Financial Services on all financial related matters and maintains all project files to include the relevant information required by contracts between the College and contractor/vendor.

General Responsibilities

Essential Functions

Develops and maintains project summary reports on construction projects as needed to insure that projects stay on budget and funds are being utilized according to the approved project budget. Monitors budget versus actual costs on large and small projects to insure projects remain on budget.

Creates and maintains accurate construction files and monitors funding on all projects and continuing contracts. Verifies that contractors/vendors provide the required information according to contract when submitting construction GMPs/Proposals, applications for payments, change orders, contingency transfer authorizations, direct purchases and project closeout documents.

Work with contractors/vendors to secure all needed information and verify documentation is submitted as requested. Provide information to other College departments; General Counsel and Procurement Services as required/requested.

Reviews and measures the completion of each construction project segment ensuring that all costs related to the project are in the proposal documents and are billed according to the contract terms and are coded correctly.

Provides job cost support by setting up new jobs for project management, based on the current year's approved DBOT Budget and Deferred Maintenance Schedule. Assists in formulating new project budgets and work closely with the Office of Financial Services to determine funding needs and appropriate funding sources.

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Provides support to other College departments to acquire purchases through project budgets or their department funds, as requested.

Annually assists in development of annual budgets for construction projects and Facilities operating budgets for all College properties including the annual maintenance budget for LightHouse Commons. Prepares and allocates costs within the budget and monitors actual expenditures against budgets throughout the fiscal year.

Works closely with the Office of Financial Services on information required by State audits on projects as requested.

Assists Risk Management in the event of a hurricane or other natural disaster to provide as requested the information and documentation for FEMA related reports as they relate to damage incurred and the subsequent repairs.

Assists with the custodial and grounds contract to provide contract amendments when needed. Reviews and processes all invoices for Custodial and Grounds Services as required by contract.

Tracks and reconciles all vendor invoices; resolves discrepancies on vendor or contractor invoices through direct contact with managers, vendors or contractors; processes and submits all Facilities project or Fund 7 invoices for payment to Financial Services; prepares purchase orders or requests for payments and processes budget transfers as required.

Assists as needed with daily support to Facilities Maintenance for coordination of routine services as needed. Including, but not limited to, review of vendor invoices, work orders, purchase orders, close-outs, and over-all budget as needed.

Performs general office administrative functions to include time-off requests and other departmental human resources documentation; completes travel authorization and reimbursement forms.

Assists Facilities Management and Construction staff as needed.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Associate's degree from a regionally accredited institution of higher education.

Four (4) years full-time professional work experience in an accounting role. Appropriate combination of education and experience may be substituted.

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Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

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Work Conditions/Physical Demands/Special Conditions

- Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental: Normal general office.
- Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: January 21, 2014. Revised: October 15, 2019, February 9, 2022(r), and December 1, 2022(r).
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