Title: Coordinator, Building Services

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, coordinate and oversee events, equipment and furnishing, audiovisual equipment, receiving and distribution of equipment and supplies, and report repairs and plan and coordinate repair/alterations projects.

Characteristic Duties

- Report repairs; plan and coordinate repairs/alterations projects.
- Serve as liaison with maintenance, operations, staff vendors, contract partners and outside contractors to ensure that buildings are properly maintained.
- Oversee events held in the Tangeman University Center building.
- Coordinate the receiving and distribution operations.
- Monitor and maintain the use of classroom and audiovisual equipment and control the movement and relocation of equipment among classrooms.
- Develop and implement policies and procedures regarding operational systems and the use of audiovisual equipment.
- Coordinate service functions (i.e., shipping/receiving, supplies, deliveries, equipment, etc.).
- Serve on internal and university-wide committees.
- Monitoring of key issuance policy, inventory and security issues.
- May supervise or coordinate special projects.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years; -OR- Associate’s degree with five (5) years experience; -Or- seven (7) years experience. Experience must be in a related field. Experience must include at least three (3) years of supervision.

Last updated: June 2010