

Job Description

Position Title: Facilities Coordinator

Job Family: Facilities

Job Level: Professional - Entry

FLSA Status: Exempt

Salary Grade: 05

Position Summary:

The Facilities Coordinator produces spatial design documents for architectural, electrical, mechanical, plumbing, and life-safety plans. Works with campus representatives to determine scope of project, designs requirements, and required special project accommodations. Prepares construction documents or forwards gathered information to project architect or engineer, depending on the scope of the project.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides design options and creates construction drawings for a variety of projects; uses criteria based on customer input.
2. Determines scope of project, design requirements, and required project accommodations.
3. Oversees the implementation of design work; ensures adherence to original project criteria on projects completed by college facilities staff or contractors.
4. Performs field project verifications, investigations, and inventory of equipment and furniture on all college campus facilities. Designs campus furniture plans and orders necessary parts.
5. Manages the College Districts library of construction documents. Updates facilities handbook with current drawings.
6. Discusses upcoming projects at meetings with campus representatives.
7. Performs administration functions for facilities software.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Knowledge of administrative procedures and practices
3. Skill in effective communication (both written and oral)
4. Skill in performing a variety of duties, often changing from one task to another of a different nature
5. Ability to operate relevant equipment required to complete assigned responsibilities for the position

6. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training in Computer Aided Drafting (CAD) required.
- Bachelors in related field required.
- Up to One (1) year of computer aided drawing or closely related experience required
- One (1) to Three (3) years of computer aided drawing or closely related experience preferred.
OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of moderate (up to 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check