



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

Building Services Coordinator

MANAGER ROLE

Career Series: Maintenance	Job Code: 12225 Grade: E	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
--------------------------------------	---	---------------------------------------	-------------------------------------

JOB SUMMARY

Under administrative direction, the managerial level classification has broad decision making authority and independence, and originates new policies and procedures. This classification requires extensive knowledge of building services management in order to manage facility, renovations, installations, space utilization, moving and delivery operations, supervise staff, and perform a variety of administrative duties.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Coordinates and oversees schedules of renovations, installations, and moving for minimal disruptions to departments and employees.
2. Serves as liaison between departments, contractors, and facilities management.
3. Supervises classified staff and student employees, trains staff in safe operation of equipment, evaluates jobs; and schedules, assigns, and monitors work.
4. Oversees and directs supply inventory and equipment, and orders replacement items.
5. Plans and oversees setup of meeting rooms, classrooms, and special events sites.
6. Oversees all records for inventory, storage, purchasing, and equipment manuals.
7. Coordinates the disposal of biohazardous waste.
8. Coordinates the sale or disposal of excess supplies and equipment.
9. Oversees vehicle and equipment maintenance.
10. Acts in the absence of the administrator.
11. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of building services management; employee training and development; supervisory principles and techniques; and inventory control. Skill in operation of computer. Ability to coordinate and oversee schedules; act in the absence of administrator; and oversee building services.

Minimum education & experience required (including training, registration & licensure)

24 mos. training or 24 mos. experience in building service management. 9 mos. training or 9 mos. experience in employee training and development. 6 mos. training or 6 mos. experience in supervisory principles and techniques. 6 mos. training or 6 mos. experience in inventory control. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity