



**OHIO**  
UNIVERSITY

**Classification and Qualification  
Standards**

**Facilities Coordinator**

*ADMINISTRATIVE/TECHNICAL ROLE*

<b>Career Series:</b> Maintenance	<b>Job Code:</b> 12223 <b>Grade:</b> C	<b>Date Established:</b> 7/01/2001	<b>FLSA Category:</b> NON-EXEMPT
--------------------------------------	---	---------------------------------------	-------------------------------------

**JOB SUMMARY**

Under direction, the fully operation classification received instructions in general terms, utilizes independent judgment within established procedures and guidelines, and refers some questions and problems to higher levels. This classification requires considerable knowledge of facilities, event planning and procedures in order to coordinate the use of facilities for special functions and activities.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Coordinates special functions and activities at University facilities.
2. Meets with customers to determine needs for activities and functions.
3. Maintains inventory for cleaning supplies.
4. Supervises, assigns schedules, performs evaluations, interviews, and assists in hiring lower level employees.
5. Maintains payroll for lower level staff and students.
6. Coordinates work orders for facilities management.
7. Maintains facilities equipment, furniture and supplies.
8. Performs other duties as assigned.

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

Knowledge of facility coordination procedures; employee training and development; supervisory principles and techniques\*; and inventory control\*. Skill in operation of computer. Ability to coordinate events; maintain inventory; and maintain equipment, furniture and supplies.

(\*developed after employment)

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

18 mos. training or 18 mos. experience in facility coordination procedures. 6 mos. training or 6 mos. experience in employee training and development. 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*