



Maintenance Coordinator

Job Family: Facilities and Operations	Sub Family: Maintenance	Career Track and Level: TAS 4
Job Code: FACMAINTAS4	Job Series: 26314	FLSA Category: NON-EXEMPT

Job Family

Facilities and Operations: Facilities job family serves to ensure the cleanliness, maintenance, and operation of campus facilities and grounds. Functions encompass custodial, grounds, and maintenance services, including oversight and programmatic administration.

Sub Family

Maintenance: Performs a variety of repairs, replacement, and maintenance of electrical and plumbing equipment, building systems, and equipment. Responsible for the general maintenance of all campus facilities. May include carpentry work, painting, custodial equipment repair, electrician work, plumbing, and HVAC repair.

Job Responsibilities

- Coordinates the operation and preventative maintenance of a campus facility.
- May oversee the work of support personnel including students.

Role

- Provide general support for the operation of a campus facility.
- Manage access control for campus facility.
- Coordinates facility preventative maintenance and manages building service requests with departments on campus (Facilities Management).
- Coordinates incoming and outgoing mail/shipping activity for facility.
- Coordinates set up of learning labs

Impact and Complexity

- Performs job responsibilities through use of specialized tools, job experience, and established standards.
- Works under general supervision and work progress/outcomes are reviewed for soundness of judgment and overall thoroughness and accuracy.
- Supervises workflow and processes that are clearly defined and routine. Work is guided by policies and standards. Work impacts the day-to-day objectives and results of job area.

Requirements



Comprehensive knowledge of the technical and practical concepts, processes, and methods in a field of specialization typically obtained by a high school degree or GED or equivalent and 5-7 years of experience in facilities and grounds maintenance or related field. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.

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.