Job Title: Facilities Coordinator, Alpharetta Center

BCAT Code: 093X48  Effective Date: December 1, 2011
Pay Grade: G12   FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Manages all general administrative support functions for the Georgia State University (GSU) Alpharetta Center.

Examples of Duties
- Supervises indirectly the building cleaning staff, the building maintenance staff and security.
- Coordinates the cleaning and ground services with the supervisor or foreman of GSU Building Services.
- Coordinates maintenance services with the onsite maintenance worker and the maintenance supervisor.
- Monitors the landscape services performed by landscaping companies.
- Controls the security codes of the building alarm systems and maintains the security alarm records.
- Schedules and monitors the security guard work shifts.
- Approves payroll timesheets.
- Sets up the classroom tables and chairs for GSU outside group meetings at the Center.
- Monitors the activities of outside contractors.
- Maintains the areas for fire safety and evacuations together with the GSU Emergency Operations Manager and the local Deputy Fire Marshall.
- Performs other facility coordination duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of facilities management and event coordination practices.
- Knowledge of computer operations and software, such as spreadsheets, word processing, presentations, and databases.
- Background in general building maintenance.
- Effective time management, interpersonal and organizational skills.
- Ability to multi-task, pay attention to detail, lift 25 pounds, and exhibit excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.