Job Title: Facilities Use Coordinator

BCAT Code: 09NX52
Pay Grade: G16  FLSA Status: Exempt
Effective Date: April 1, 2007
Revision Date: July 1, 2013

Job Duties/Responsibilities
Coordinates the planning and implementation of the renovation, maintenance, and repair of office and lab facilities, and of the equipment in a department.

Knowledge, Skills, and Abilities:
- Knowledge of AutoCAD, word processing, such as MS Word, and spreadsheets, such as MS Excel, and project scheduling systems.
- Knowledge in interpreting and evaluating engineering drawings, building systems, and maintenance.
- Effective time management, customer service, supervisory, and organizational skills.
- Effective oral and verbal communication with external and internal customers.
- Ability to multi-task, coordinates several projects, supervise, and perform life activities, such as climbing, walking, and entering non-confined areas.

Minimum Hiring Standards:
Bachelor’s degree and four years 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.