



Job Title: Facilities Coordinator

CLASSIFICATION DESCRIPTION

Department: Facilities and Institutional Services

Pay Grade: Exempt

FLSA Status: 110

Remote Work Eligible: No

JOB SUMMARY

This position coordinates a variety of construction related projects across the College which may include construction projects, preparing reports on facility usage and construction plans, and evaluations to ensure appropriate use and need for renovations or other changes related to external and internal requirements or standards. Duties may include: meeting with customers to determine needs; planning; budgeting; designing concepts; procuring; purchasing furniture; managing projects; coordinating vendors; monitoring progress; planning moves; and developing best practices. This position provides innovative, professional space planning and interior design solutions for a wide range of projects; manages projects from concept through final installation; and coordinates with internal construction teams as well as engineering and architectural firms in design development and construction.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Coordinates construction projects (interior and exterior), which include: identifying customer needs; reviewing work processes; prioritizing and assigning work orders; and negotiating service contracts.
- Facilitates, leads, and/or participates in meetings, proceedings, and committees; represents the Department at campus meetings and conferences; serves as a liaison between departments, external organizations, the general public, and other agencies.
- Designs and creates professional, innovative, functional and aesthetic spaces for students, staff and College partners; works with end users on all workspace configurations to ensure they meet staff needs; and ensures spaces meet building codes and state requirements.
- Oversees the creation of building floorplans, elevations, electrical, reflected ceiling, flooring, and furniture plan drawings in AutoCAD.
- Reviews construction plans, specifications, timeline schedules, submittals, proposal requests, contracts and pay applications throughout the project to keep projects on schedule and budget.

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- Facilitates the standardization, specification and procurement of all site furnishings (interior and exterior); ensures furniture meets codes, ADA and ergonomic requirements.
- Determines the specification of interior/exterior finishes and materials, such as flooring, paint/wall covering, millwork, bathroom partitions, sinks, faucets, lighting etc.; works with various entities to select materials and finishes that are appropriate for the environment, align with sustainability goals, and meet codes.
- Coordinates departmental moves and relocations College-wide.
- Oversees all interior and exterior signage (College-wide), including ADA wall signs, office signs, restroom, interior and exterior directional signs, building signs, graphic wall decals, street banners, specialty signs, and parking signs.
- Participates in the monitoring, operating, servicing, troubleshooting, and maintenance of applicable equipment and tools to ensure proper operations.
- Walks project construction sites on a regular basis and reviews site photos; inspects systems, equipment, and/or structures and ensures safety requirements are met; monitors the work of assigned staff to ensure compliance with internal and external regulations; and inspects any stored materials kept on-site to be sure that they won't be damaged or stolen.
- Estimates necessary project materials and supplies; procures and inventories supplies, equipment, and materials; approves purchase agreements.
- Prepares, reviews, and maintains a variety of records and reports related to day-to-day operations in assigned area of responsibility; and provides status updates.
- Requests Board of Trustees and President memos to be drafted as required for Guaranteed maximum price, change orders, final accounting, and substantial completion.
- Maintains College building schematics.
- Collaborates with the others to approve selection and placement of artwork as needed.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in civil engineering or related field; five (5) years of related work experience as an architect; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Project management techniques;
- Facilities maintenance practices;
- Applicable tools, equipment, and materials;
- Safety procedures;
- Contract management and negotiation techniques;
- Mathematical and statistical principles;
- Applicable federal, state, and local laws, rules, regulations, and ordinances;
- Data and recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Coordinating and overseeing projects;
- Reading and comprehending drawings, designs, improvement plans, and specifications;
- Preparing and maintaining records;
- Performing mathematical calculations;
- Maintaining operational data and records;
- Using a computer and related software applications; and

- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Apply applicable laws, rules, and regulations.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Valid FL Driver's License.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays. This position requires some travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to fumes, dusts, extreme temperatures, and intense noises.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.