



**Job Title: Senior Facilities Coordinator**

## **CLASSIFICATION DESCRIPTION**

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**Department: Facilities Management**

**Pay Grade: 111**

**FLSA Status: Non-exempt**

**Remote Work Eligible:**

## **JOB SUMMARY**

This position is responsible for coordinating a variety of construction related projects across the College; preparing reports on facility usage; and evaluating renovation needs and changes. Duties include: identifying and recommending necessary infrastructure upgrades, renovations, and alterations; reviewing plans to ensure College and construction standards are met; reviewing and managing work requests; analyzing job requirements; monitoring a budget; compiling and analyzing information to develop reports on capital project and progress; and providing status updates.

## **DISTINGUISHING CHARACTERISTICS**

N/A.

## **ESSENTIAL JOB FUNCTIONS**

- Coordinates construction projects, which include: identifying customer needs; reviewing work processes; prioritizing and assigning work orders; and negotiating service contracts.
- Coordinates long-term space planning for the College, which includes: coordinating construction campus alteration and renovation processes; recommending and implementing policies and procedures.
- Inspects systems, equipment, and/or structures and ensures safety requirements are met; monitors the work of lower-level staff to ensure compliance with internal and external regulations.
- Monitors a budget by estimating necessary project materials and supplies and providing recommendations; submits justifications for budget items; and monitors expenditures.
- Prepares, reviews, and maintains a variety of records and reports related to daily operations in assigned area of responsibility; provides status updates.
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Bachelor's Degree in Civil Engineering or a 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;
- Budget principles;
- 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;
- Monitoring a budget;
- 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 Florida 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)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<b>X</b>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<b>X</b>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<b>X</b>	Reaching – extending hands or arms in any direction.	<b>X</b>
Crawling – moving about on hands, knees, or hands, feet.	<b>X</b>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<b>X</b>
Crouching – bending body forward by bending leg, spine.	<b>X</b>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<b>X</b>

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.**