



POSITION DESCRIPTION

Title: Coordinator, Facilities

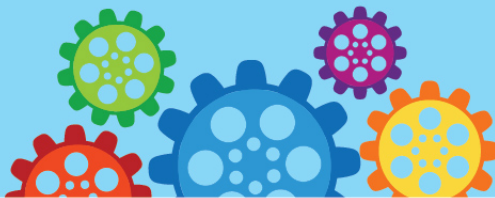
Reports to: Senior Manager, Creative & Exhibits

Summary: Reporting to the Senior Manager, Creative & Exhibits, the Facilities Coordinator is responsible for the overall planning, organization, and execution of all facilities functions with a "hands-on approach" including but not limited to: painting; plumbing, general repairs, and HVAC maintenance.

Employment Classification: Full-time; 40 hrs./week

Responsibilities:

- Support the department's operational and strategic plan, including fostering innovation, planning projects, and organizing/negotiating the allocation of resources.
- Manage Facilities' capital and operational expenses to assure forecast and budget are met.
- Manage preventative maintenance contracts and contractors for the facility systems including: HVAC, plumbing, water/sewage pumps, electrical, life safety systems, elevators, security systems, emergency generator, roof, roof gutters, interior/exterior lighting, pest management, windows, doors, etc.
- Conduct daily inspections of building to ensure all facility equipment is operating at optimum level. Identify potential and/or existing problem areas and coordinate for the prompt servicing/repair of equipment.
- Coordinate with all internal departments on repair and maintenance work to be completed. Effectively communicate scope of work and timing as well as potential risk to operations or personnel.
- Act as the point-person for facilities during off-hours. Ensure that the needs of internal customers are addressed and rectified during all hours of operation.
- Ensure effective and efficient working relationships between team members, end users, and management.
- Gather information and quotes from vendors to meet facility needs (i.e. electrical/lighting supplies, kitchen equipment/appliances, and tools/equipment necessary to run and maintain the facility.) Make the final recommendation of products and services to be acquired to the Senior Manager, Creative & Exhibits.
- Perform hands-on tasks including but not limited to: maintenance and repair of doors/door hardware, rudimentary electrical repair (lamps, sockets), office/desk installations / de installations, water pumps, basic metal work and carpentry, replacing water and air filters, and manage janitorial needs.
- Deliver expected results in a timely manner with emphasis on quality, completeness and accuracy, in an organized and concise manner, whether in verbal and/or written form.
- Other duties as assigned.

**Qualifications:**

- High school graduate or equivalent required, Associates Degree preferred; minimum 5 years progressively responsible experience in related field, e.g., building and/or facilities management, residential or commercial construction, general contracting (additional education may be substituted for some experience).
- Building/facilities administration and maintenance experience in a supervisory capacity.
- Experience in Occupational Safety and Health Association guidelines and practices and business/building codes
- Comprehensive knowledge of methods and techniques of the trades (HVAC, electrical, plumbing, etc.) required.
- Experience in vendor management and negotiation of contracts, including analyzing of requests for proposal and vendor bids to determine best course of action.
- Ability to interpret blueprints, schematics, drawings, and specifications
- Ability to juggle multiple tasks in a deadline driven environment
- Exhibit flexibility and openness to change in work activities, responsibilities, work schedule/hours including evenings and weekends.
- Experience using tools and performing general repairs and maintenance
- Microsoft Office knowledge (i.e. Word, Excel, Outlook, etc.).
- Must have car and Valid UT drivers' license.

Working Conditions:

- Ability to work more than a 40-hour week with irregular work hours including nights when needed.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Must be able to lift and carry supplies weighing 50 pounds without assistance.
- Ability to walk, stand, and sit (including on the floor) for extended periods of time.
- Position requires bending, leaning, kneeling, twisting, stooping, pushing/pulling, climbing (ladders), and walking.
- Ability to function in a high-pressure environment and to meet stringent deadlines on time.
- Ability to view data on a computer and/or on paper for extended periods of time.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to be on-call after hours to respond to emergency situations.
- Must work a flexible schedule including weekends.
- Proven ability to thrive in a fast-paced environment. Must be able to work independently and exhibit initiative to solve problems, including tracking situations until appropriate resolution is achieved.