

FACILITIES MAINTENANCE COORDINATOR

Function of Job:

Under broad supervision of designated supervisor, perform and coordinate tasks related to the upkeep, use and repair of assigned campus facilities, including building(s), grounds, fixtures and related maintenance equipment.

Characteristic Duties and Responsibilities:

1. Coordinate all maintenance work to properly maintain assigned campus facilities.
2. Hire, train, supervise, evaluate, and schedule work of staff and/or student workers, as assigned.
3. Perform routine repair work and other work of a general maintenance nature.
4. Through electronic and other means, order and maintain adequate inventory of materials and supplies, for maintenance, repair and proper functioning of facilities and all assigned equipment.
5. Inspect assigned facility space/fixtures for deterioration, cleanliness and orderliness.
6. Assist in planning room layout and set-ups, including furniture/equipment, and other duties related to special events.
7. Coordinate space, furniture and equipment tasks (inventory) with facility managers/directors.
8. Inspect and assure quality control of all work performed.
9. Perform building service or grounds related tasks required for routine cleaning, construction and/or clearing of roads/walkways, and other work of a general maintenance nature.
10. Request and coordinate the services of crafts/trade personnel, as necessary.
11. Perform masonry work as assigned.
12. Ensure security of facilities by locking and unlocking doors and/or installing and maintaining various safety components (i.e., fire alarm covers, security screens) as assigned.
13. Assure that all waste, recycling and debris are picked up and removed from building(s).
14. Requisition, maintain, inventory and issue equipment for facilities in assigned area, and assure they are in proper condition.
15. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. High School graduation or G.E.D. equivalent and three years of general maintenance or related work experience.
2. Strong communication and supervisory skills.
3. General trades skills and mechanical ability.
4. Knowledge of specialized equipment as required by department (including applicable computer related applications, i.e., work orders, purchasing cards, inventory tracking).
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work and exposure to inclement weather.
6. Valid driver's license.
7. Must be able to wear and use appropriate personal protective equipment as necessary.
8. Knowledge and familiarity with safety codes.

Additional Desirable Qualifications:

1. Experience in a college/university environment.
2. One year of specialized mechanical/trades education.

1/24/00
System Approval

1/24/00
Effective Date

Revised – Original approved 7/13/92 as Facility Coordinator.

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

