

OPERATIONS COORDINATOR*

Function of Job:

Under broad supervision of designated supervisor, to coordinate physical plant operations on a night shift or week-end, as required, for maintenance and to meet requests for emergency service.

Characteristic Duties and Responsibilities:

1. Serve as contact person for any Plant Maintenance personnel working overtime.
2. Respond to emergency calls during unconventional shifts (2nd, 3rd, weekend and holidays.)
3. Investigate called-in conditions and take preventive or corrective action, either personally or through instructions from callback/standby personnel, when short emergency repairs can be effected.
4. Determine need for and authorize calling in of appropriate tradespersons, or notify supervisor when emergencies are of a more serious nature.
5. Prepare written reports of shift activities for evaluation and review by appropriate personnel.
6. Make campus-wide inspections in regard to proper equipment operation and safety considerations.
7. Make daily contact with management personnel of college/university facilities in operation during night shift or week-end hours to see if there is any need for plant operations assistance.
8. Coordinate activities of outside contractors performing work at other than normal hours, and act as contact person with contract firms.
9. Assist, as required, with functions normally scheduled during evening hours or weekends, such as convocations, conferences and athletic games.
10. Work rotational shift assignments and/or flex shift assignments, to include short shifts for inspections and split shifts for training, and overtime and callback as required.
11. Perform other duties as assigned.

Minimum Acceptable Qualifications:

1. Trade or vocational school graduation or equivalent and a minimum of five years experience in the mechanical/electrical trades.
2. Ability to analyze problems relating to electricity, HVAC/refrigeration, heating, plumbing, carpentry, locksmithing, or housekeeping work and determine remedial or permanent course of action.
3. Ability to have access to restricted areas or areas requiring special access procedures.
4. Tact in dealing with students, faculty, staff and visitors.
5. Knowledge of college/university buildings' systems and familiarity with campus.
6. Sufficient strength and physical dexterity to perform the duties and responsibilities of this job, including heavy work.
7. Must be able to wear and use appropriate personal protective equipment, as necessary.
8. Valid motor vehicle operator's license, if required.

Additional Desirable Qualifications:

1. Journey-level license in either plumbing or electrical trades.

2/13/98

System Approval

2/13/98

Effective Date

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.

* Revised - original approved 6/27/75 and revised 7/30/80, 3/10/82, 7/29/83, and 2/13/98.