

# UNIVERSITY OF SOUTHERN CALIFORNIA

## Facilities Coordinator

Job Code: 181113

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Grade: I  
OT Eligible: Yes  
Comp Approval: 6/27/2005

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### JOB SUMMARY:

Assists in managing the maintenance, renovation and utilization of space and equipment of one or more University facilities of significant size. Supervises unit staff in the absence of facilities manager.

### JOB ACCOUNTABILITIES:

#### \*E/M/NA % TIME

_____	_____	Supervises unit employees in the absence of Facilities Manager, regarding scheduling and assigning and prioritizing workload.
_____	_____	Prepares short-range plans for the use of facilities. Assists in maintaining analysis of space and equipment requirements and in usage allocation. Contributes to long-range planning.
_____	_____	Assists in developing and implementing deferred maintenance and preventive maintenance programs.
_____	_____	Monitors and analyzes facilities expenses. Assists with developing facilities cost projections, as required. Reconciles facilities expenses to University financial records and initiates correcting entries. Assists with coordination of facilities year-end closing activity. Provides management with information for budget reports, as assigned.
_____	_____	Interacts with University departments and/or outside contractors and vendors for facilities operations, maintenance, construction and renovation projects.
_____	_____	Coordinates environmental health and safety programs. Assists in conducting safety inspections and providing health and safety equipment. Maintains records for compliance with government and University regulations.
_____	_____	Coordinates security surveys. Assists in resolving security concerns. Recommends appropriate changes to procedures for facilities access in regards to key issuance and record maintenance.
_____	_____	Conducts routine maintenance inspections of facilities for deficiencies, safety hazards and/or code violations, such as field inspections of lighting, temperatures, signage, housekeeping and phone systems. Conducts inspections of facility equipment, and coordinates required repairs and/or purchases.
_____	_____	Coordinates construction and renovation projects. Compiles data for cost and status reports for management.
_____	_____	Coordinates telecommunication projects for assigned facilities. May include developing and coordinating staff training programs.
		Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

**\*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

**EMERGENCY RESPONSE/RECOVERY:**Essential:  No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:****Minimum Education:**

Related Undergraduate Study

Combined experience/education as substitute for minimum education

**Minimum Experience:**

3 Years

Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

Knowledge of computer software for record maintenance and familiarity with facilities operations.

**Preferred Field of Expertise:**

Proficiency in MS-DOS, Windows, and Macintosh operating systems, spreadsheets, and communications software.

**Skills: Administrative:**

Balance figures

Communicate with others to gather information

Compute totals

Coordinate meetings

Coordinate work of others

Gather data

Input data

Maintain filing systems

**Skills: Other:**

Communication -- written and oral skills

Conflict resolution

Interpretation of policies/analyses/trends/etc.

Lead/Guidance Skills

Organization

Planning

Problem identification and resolution

**Skills: Machine:**

Calculator

Computer Network (Department or School)

Computer Network (University)

Personal Computer

**Supervises: Level:**

Leads one or more employees performing similar work  
May oversee student, temporary and/or casual workers.

**SIGNATURES:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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