

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Facilities Coordinator **SALARY GRADE:** HU-11
DATE REVISED: December 1, 2014 **EEO CODE:** 03
JOB CODE: 2317 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Under general direction, manages scheduling and coordination of all events and general operations for assigned department. Coordinates support services for facilities. Provides general building management support within the assigned facilities.

SUPERVISORY AUTHORITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include administrators, faculty, students and staff of the Department and University. External contacts include visitors, vendors and the general public.

PRINCIPAL ACCOUNTABILITIES: Meets with clients to insure their satisfaction and meet pre-event requests form clients. Assists users in the selection of room space and setup styles.

Assists in maintaining analysis of space and equipment requirements and in usage allocation.

Serves as liaison between user and setup crew; i.e., room setup, furniture requirements, housekeeping, catering, audiovisual services, parking, and security.

Assigns and inspects the work activities of set-up team, schedules and inspects the work.

Conducts routine maintenance inspections of facility for deficiencies, safety hazards and/or code violations. Conducts inspections of facility equipment and coordinates required repair and/or purchase.

Inspects the work of housekeeping personnel to assure accuracy, compliance with contract and cleanliness of set-ups.

Develops maintenance contract specifications and monitors compliance and performance of those contracts. Creates and reviews contracts for various facility maintenance issues. Makes recommendations as to selection and then coordinates and monitors these contractual services.

Maintains furniture inventory and prepares requisitions for furniture, minor equipment, and supplies.

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Oversees security and safety of facility. Assures compliance with local and federal environmental, health and safety standards and regulations. Develops and maintains effective safety and security procedures.

Responds to calls from alarm companies and secures building. Oversees the setting of security codes and code changes. Issues keys and access authorization for facility.

Maintain plan for fire evacuation and disaster response.

Performs other job-related duties as assigned.

CORE COMPETENCIES:

Knowledge of facilities operations.

Skill in operation of computers, related software applications and office equipment.

Ability to communicate effectively, orally and in writing, with diverse population.

Ability to initiate and follow-through on projects.

Ability to work independently under pressure, effectively prioritize issues and manage multiple diverse tasks.

Must be extremely well organized and detail oriented.

**MINIMUM
REQUIREMENTS:**

Bachelor's Degree in related field with 2-5 years of related experience. 10 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____

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