



JOB INFORMATION

<i>Job Code:</i>	181113
<i>Job Title:</i>	Facilities Coordinator
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	Leads one or more employees performing similar work.
<i>Job Family:</i>	Facilities
<i>Job Family Group:</i>	Facilities Management and Construction
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Related undergraduate study	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of computer software for record maintenance and familiarity with facilities operations.
	X	Proficiency in MS-DOS, Windows, and Macintosh operating systems, spreadsheets, and communications software.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are

not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.