

Job Title:**Facilities Coordinator****Job Description:**

The Facilities Coordinator works in coordination with the AVP for Operations and is responsible for the coordination of operational/facilities needs and administrative tasks that support the Operations Department. The position serves as a liaison between Operations Department and external entities, serving as a first point of contact for navigating requests and concerns. This position assists with facilities issues, facilities access and custodial management during peak periods including opening, closing, summer transition periods.

Reports to:**AVP for Operations****Classification:****Full-time, Non-Exempt****Essential Duties:**

- In coordination with the AVP for Operations, works with students, contractors, vendors, staff and faculty, and non-affiliate guests to address access requests and concerns, coordinate access for move-in, move-out, and closure periods.
- Manages key and access card control systems; schedules physical lock changes and electronic access changes in accordance with lock-out, room change, and contract cancellation procedures.
- Provides administrative and clerical support to the Operations Department, including assisting in project and report preparation, invoice and purchase order monitoring, and data management.
- Assists the AVP for Operations on an annual budget and operates within that budget regarding the expenses for production supplies, operating supplies, electricity, gas, water and sewer.
- Manages a preventive maintenance program that includes all heating, air conditioning, and maintenance and repair of buildings and equipment.
- Schedules pest control inspections and treatments per request, arranging access and accompanying technicians as needed.
- Maintains the plans for fire evacuation and disaster response. Serves as the facility emergency response coordinator.
- Coordinates with HR for the environmental health and safety program.
- Manages hazardous waste disposal programs.
- Maintains up-to-date records for all state, federal, and insurance semiannual and annual inspections.
- Provides training to new and existing employees.
- Works with the AVP for Operations to facilitate a team-work approach towards completion of a projects.

**Qualifications/
Education:**

- Maintains a complete and up-to-date employee right-to-know program.
- Performs other duties as assigned by the AVP for Operations.

This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by CHSU.

Education

- Bachelor's Degree or equivalent work experience required.

Skills & Experience

- One to three (1-3) years of work experience required, preferably on a university campus coordinating business related functions.
- Ability to work independently as needed while being a team player with excellent collaboration skills.
- Excellent interpersonal skills with the ability to work with a diverse group of individuals.
- The ability to communicate effectively and efficiently in either verbal or written format.
- The ability to consider information and make decisions both independently and in coordination with the AVP for Operations and others as appropriate.
- The ability to analyze information or situations and problem solve and/or offer solutions as needed and where appropriate.
- A high level of initiative and the ability to see and anticipate potential challenges.
- Demonstrate leadership skills by making thoughtful decisions and being proactive in all aspects of the job function.
- Assist with and initiate planning, execution, and closure of various projects within a specified time.
- Excellent organizational skills and the ability to manage workload and time appropriately.

Salary:

CHSU offers competitive wage and benefits packages and is an EEO employer.

Application Instructions

Interested candidates are to submit a detailed resume electronically to careers@chsu.edu and type **FACILITIES COORDINATOR** in the subject field of the email.