



JOB DESCRIPTION

Position Title:	Facilities Coordinator
Date Modified:	September 2016
FLSA Classification:	Non-Exempt, Non-Instructional Staff
Reports To:	Facilities Manager
Position Purpose:	The Facilities Coordinator will work closely with the Facilities Manager to support all facilities activities. The Facilities Coordinator will provide administrative support to the Facilities Manager and the Facilities organization, manage office functions including: Work Order coordination, Security alarm codes and access assignments, database management, daily office operations, coordination of budgeting/accounting systems, maintaining office records, and providing general support services for the staff. Additionally, the Facilities Coordinator, under the supervision of the Facilities Manager, will manage all outside contractors in support of the Facilities Department, including maintaining records and contracts, coordinating project activities, and providing scheduling support.

Essential Job Duties/Responsibilities:

1. Assist the Facilities Manager in all aspects of project implementation as needed
2. Support the Facilities Manager with external contacts as needed
3. Manage the security access-control database in conjunction with the Security Contractor
4. Set up, maintain, and organize department's central files, information, filing, and messages
5. Assist facilities staff in locating parts, supplies, and materials
6. Provide administrative support to the Facilities Manager
7. On call 24/7 for emergency response as dictated by the facilities schedule
8. Respond to calls for assistance as directed by administrative office staff
9. Day porter duties
 - a. Light housekeeping
 - b. Unlock all common area doors and gates
 - c. Maintain common area trash receptacles
 - d. Maintain all exterior trash receptacles
 - e. Assist with lunch room clean up as needed
 - f. Set-up tables, chairs, and stage as needed
 - g. Sweep and blow down exterior sidewalks and playground areas
10. Complete additional responsibilities as assigned



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Qualifications/Requirements/Skills:

1. High School Diploma and 2 years of facilities management experience
2. Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers
3. Proficient in computer applications using Word, Excel, Outlook, Publisher, etc.
4. Must have strong interpersonal skills and ability to work in a team environment.
5. Responsibility for follow-up on actions based on various team projects.
6. Build strong internal and external relationships using effective verbal and written communication skills.
7. Must be a provider of excellent customer service
8. Ability to bends, stoops, and crouches on a regular basis
9. Ability to safely lift 75 lbs. when necessary

The School may revise this job description at any time. It is not a contract of employment. All employment at the School is at-will, such that employment may be terminated by either party at any time.

Supervisor/Title

Date

Human Resources

Date

Head of School

Date