



Facilities Job Function

Building Services Coordinator

Grade 55

Summary

Reports to Department Administrator or Facilities Operations Manager. Coordinates building services and systems, (such as HVAC and MEP), for the smooth operation of a large building or small group of buildings.

Typical Duties

1. Coordinates and schedules small to mid-size projects and renovations.
2. Performs key role in the oversight of structural maintenance and building operations.
3. Gathers information and participates in the evaluation of vendors and awarding of service contracts. Oversees outside vendors who have been awarded service contracts.
4. Assists with oversight of preventative maintenance program and recommends new preventative maintenance items.
5. Coordinates inspections to insure compliance with codes and safety regulations.
6. On-call for building emergencies.
7. Interacts with building occupants resolving day to day maintenance problems.
8. Coordinates security systems and/or safety programs.
9. Assists in the design and implementation of inventory system for equipment and supplies.
10. Oversees the workflow of subcontractors involved in small to mid-size projects and renovations.
11. May coordinate telephone systems.
12. Compiles and prepares building operations budget, bill coding, and general building-related financial work.
13. Assists with coordinating office moves (only applies to tubs).

Typical Requirements

Education: BA, technical certification, or equivalent work experience and training in lieu of degree.

Skills and Experience: Three years facilities experience required. Familiarity with building systems required. Familiarity with building trades, construction methods and materials, HVAC systems, mechanical, electrical and plumbing (MEP) systems, repairs and maintenance required. Experience with building/architectural building software helpful. Experience working with outside vendors under contract for major services delivery helpful. Ability to interact diplomatically with faculty, staff, and students. Good interpersonal and problem-solving skills essential. Ability to work independently and without immediate supervision.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.