

## **FACILITIES UTILIZATION COORDINATOR**

### **BASIC FUNCTION**

Performs technical duties in assigned programs within the Facilities Department; areas of responsibility include supporting project management activities for maintenance and capital improvement projects (CIP) and coordinating/scheduling/tracking District or college events for security access control purposes; compiles data, prepares reports, and maintains files and records.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification is responsible for independently performing technical duties in support of assigned program areas in the Facilities Department. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations. Incumbents at this level typically provide oversight for a function or program for their college or location or coordinate a function or program District-wide to ensure consistency and compliance across the organization.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Administers and maintains assigned location's access control and security system database, including the issuance of access key cards and keys; schedules/tracks/approves access for District events, meetings, and facilities use requests through the use of specialized software; may maintain the District's event and/or space management software, including updating space information, capacities, and resources.
2. Monitors the data integrity of the automated security systems and tracks systems performance; maintains software and hardware registration and inventory to provide upgrades as necessary and assure proper access levels are maintained; provides information needed to update the system's database.
3. Acts as the college's liaison to District Risk Management for facility use matters; gathers, verifies, and maintains all necessary insurance documentation as it pertains to scheduling outside events.
4. Prepares facility utilization reports from multiple systems databases and other sources; monitors facility utilization; provides recommendations to improve the District's capacity, load, and efficiency metrics; and provides pertinent data to assist with space planning activities.
5. Performs fieldwork to verify installation of new/modified systems and changes for accessing the system's database; maintains the systems database to monitor space utilization and provide recommendations to maximize the college's eligibility for state funded projects and to comply with mandated deadlines for space utilization reporting.
6. Receives and responds to inquiries; gives information where judgment, knowledge, and interpretation of policies, procedures, and regulations are necessary; negotiates and prepares pricing and billing information for all events; schedules and participates in meetings for campus events.
7. Exercises project oversight according to District approved Security Master Plan, while fine-tuning and tracking changes in security ensuring consistency with District identified objectives.
8. Ensures construction projects that include building access and security are compliant with the access and security guidelines; provides planning and technical support for the access control system and

installations.

9. Creates and maintains the assigned location's inventory of space, which determines how space and rooms are classified for state reporting purposes and includes site verification and measurement practices.
10. Conducts facility capacity and enrollment studies to evaluate needs and to provide information on maximum space utilization consistent with mandated requirements.
11. May maintain District capital project records and documentation and processes documents that pertain to externally funded capital projects; assists in the development of the District's long-range capital plan and other planning efforts.
12. Schedules and accomplishes the required preventive maintenance tasks on equipment, interfacing with equipment installers, equipment vendors, software integrators, and builders for resolving problems; maintains and troubleshoots issues and works with internal staff and external service providers to ensure repair of any malfunctioning equipment and/or components.
13. Oversees external and internal use of buildings and grounds for compliance with mandated and District policies and requirements; collaborates with external groups, department chairs, and managers to resolve facility use issues.
14. Composes correspondence on a variety of matters, including materials of a confidential nature; prepares, produces, and distributes materials and reports on assigned programs.
15. Stays current on ideas, research, and practices pertaining to the assigned program through continued study and participation in professional organizations.
16. Maintains files and records.
17. Participates in District-provided in-service training programs.
18. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operations and services of comprehensive facilities and construction department, including facility security access and capital improvement program activities.
2. Principles and practices of program coordination, including implementation of the goals and objectives and oversight of performance, accountability, reporting, and regulatory compliance.
3. Principles and practices of administering facilities planning, projects, and programs, including capital improvement programs.
4. Operational characteristics and functionality of building access control systems and facility planning and utilization databases.
5. Principles and practices of space planning and utilization.
6. Mathematical principles.
7. Terminology used in engineering and construction fields.
8. Principles and practices of data collection and report preparation.
9. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
10. Principles and techniques of conducting research, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.

### **Ability to:**

1. Coordinate, implement, and track District-wide facilities use and security program, including performance, reporting, and regulatory compliance.
2. Coordinate the District's space planning and utilization program.

3. Track and monitor the District's CIP activities and projects.
4. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
5. Examine, interpret, summarize, and present administrative and technical information and data in an effective manner.
6. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
7. Maintain accurate databases, records, and files.
8. Perform arithmetic, financial, and statistical computations accurately.
9. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
10. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
11. Exercise independent judgment within general policy, procedural, and legal guidelines.
12. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
13. Communicate effectively in the course of performing work tasks.
14. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
16. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

#### **Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade supplemented by college level coursework in business administration, computer science, or a related field and four (4) years of progressively responsible experience in performing administrative or technical coordinative tasks for facilities security access, space utilization, and/or construction programs, or a related field; or an equivalent combination of education, training, and/or experience.

#### **Licenses and Certifications:**

None.

#### **PHYSICAL DEMANDS**

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; to walk on level, uneven, or slippery surfaces; and to reach, twist, turn, kneel, and bend; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, mechanical and/or electrical hazards, and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.