



Housing Facilities Coordinator

Primary job function:

The primary function of the Housing Facilities Coordinator is to work closely with other departmental professionals in the management of a comprehensive housing program serving more than 2,000 residents. The Housing Facilities Coordinator will provide leadership in managing all building and systems operations and has primary responsibility for day-to-day coordination of facility-related operations within residential areas. This position serves as a member of the central leadership team and is responsible to oversee and liaison with those who maintain year-round occupancy preparations, preventive maintenance, facility work orders, custodial services and other operational functions such as key management, door reader systems, life/safety systems and procedures, and integration with other campus systems and processes.

Classification Name	Office / Clerical Lead
Classification Title	Office / Clerical Lead
Exemption Status	Non-Exempt
PA Position Number	36001319
Home Department	University Housing
Business Title	Housing Facilities Coordinator
Employment Status	Regular (Continuous)
Full-Time/Part-Time	Full-Time
Employee Category and Appointment	Full-time Staff (40 hr work week)
Time-Limited Appointment Length	
Work Schedule	
Benefits Eligibility	
Work Hours per week	40
Travel Required?	

Key Function: Coordinating

Percentage Of Time 40

Describe job duties performed for the above function Coordinates daily residential inspections maintains inspection documentation. Performs any necessary follow-up with Plant Operations and residence hall staff. Liaison with custodial staff and contractors on turnover progress, community concerns, and resolution of cleaning concerns identified by residence life staff and/or during building walkthroughs. Attends facilities-related meetings as well as serves on a variety of committees, projects and programs within the university community. – Participates in the development of short and long term maintenance, custodial, construction and renovation goals. Serves as an adviser to the executive director on all capital improvement projects for renovation and construction projects in the residence halls.

Describe the related knowledge and skills associated with above job function and responsibilities Demonstrated ability in integrated logistical planning of facilities-related projects. Skill in planning and coordination of complex assignments and projects across multiple organizational units. Knowledge of space utilization practices and physical inventory procedures. The ability to schedule and supervise a team of student/temporary employees.

Summarize the role and responsibility for above function Coordinates daily residential inspections maintains inspection documentation.

Key Function: Training

Percentage Of Time 20

Describe job duties performed for the above function Prepares residential facilities for hall opening/closing transitions including, but not limited to, training, supply ordering, staff apartments and follow-up. Trains residence hall staff on residence hall opening/closing, transitions, facilities management, fire safety and housing administration topics. – Manages furniture and appliance inventory for residential facilities and makes purchasing recommendations and assists in ordering additional inventory as needed. Functions as contact person for furniture deliveries and replacement, as well as oversee renovations and projects within residential facilities. – Assists the executive director in the development and annual management of the housing facilities management budget of \$1.5 – 3 million dollars. Maintains detailed records, compiles and formats data to support administrative requests for facilities reports.

Describe the related knowledge and skills associated with above job function and responsibilities General knowledge of office management techniques. Working knowledge of facilities maintenance and operations.

Summarize the role and responsibility for above function Prepares residential facilities for hall opening/closing transitions including, but not limited to, training, supply ordering, staff apartments and follow-up.

Key Function: Supervision

Percentage Of Time 20

Describe job duties performed for the above function Supervises daily operations of The Village front reception desk, ensuring up to 10 office assistants are working appropriate hours, assisting with reprogramming of resident cards, maintaining the safety and security of resident information/files. Responsible for accepting packages from various mail carriers, package distribution to residents, logging the appropriate packages and verifying residency of residents. Coordinates check-out appointments with residents at the end of each academic term.

Describe the related knowledge and skills associated with above job function and responsibilities Ability to train employees which include organizing, prioritizing and scheduling work assignments. Ability to effectively communicate with a variety of constituents both verbally and in writing, including the delivery of presentations.

Summarize the role and responsibility for above function Supervises daily operations of The Village front reception desk.

Key Function: Point of Contact

Percentage Of Time 10

Describe job duties performed for the above function Serves as the primary contact for University Housing. Performs necessary follow-up on health and safety inspections within residential facilities. Liaisons with Emergency Preparedness and Occupational Safety (EPOS) to ensure the appropriate areas are meet safety standards. Oversees department vehicle pool/golf carts and coordinates appropriate safety certification of staff. – Coordinates, in conjunction with the Assistant Director of Sustainability and Sustainability Council / Green Fee Committee, departmental recycling initiatives. – Assists the associate director of operations with card access system and oversees the key system including monthly key audits. Ensures an accurate record of all keys assigned to departmental staff.

Describe the related knowledge and skills associated with above job function and responsibilities Ability to organize workflow and coordinate activities within the office and other departments. Skill in negotiating and administrating contracts.

Summarize the role and responsibility for above function Serves as the primary contact for University Housing.

Key Function: Coordinating

Percentage Of Time 10

Describe job duties performed for the above function Responsible for the administration of the departments Computerized Maintenance Management System (CMMS) to include data accuracy, coordinating program updates with Plant Operations, database management, and working toward continuous improvement. Assists Plant Operations in prioritizing and streamlining the completion and follow-up of work order requests. Responds to student residential custodial and facilities inquiries/concerns.

Describe the related knowledge and skills associated with above job function and responsibilities Strong computer skills to operate various technical computer systems. Proficiency in Microsoft Office software to include Word, Excel, PowerPoint and the Internet. Strong interpersonal skills, including an ability to analyze and solve problems. Ability to establish and maintain professional working relationships with staff and students. Ability to interact with diverse constituents (including parents, faculty and staff). Ability to interpret policy and procedures established by the university, including knowledge of contract documents, specifications, compliance and product/service quality. Skill in budget preparation, general accounting principles, fiscal management and records maintenance. Skill in examining and revising operations and procedures. Ability to work weekends and evenings as assigned. Proven ability to work as a team member, but also make effective independent decisions and follow through on assignments. The ability to perform specialized technical work involving data collection, data analysis evaluation and troubleshooting. The ability to work under pressure and handle stressful situations. Strong customer service skills. Attention to detail.

Summarize the role and responsibility for above function Responsible for the administration of the departments Computerized Maintenance Management System (CMMS) to include data accuracy, coordinating program updates with Plant Operations, database management, and working toward continuous improvement.

Other Duties and Responsibilities

Equal Opportunity Statement Georgia College is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without consideration to age, color, disability, gender, genetic information, national origin, race, religion, ethnicity, sex, sexual orientation, or status as a protected veteran.

Proposed Minimum Experience/Education High school diploma or GED. One to three years of experience in accounting, customer relations, inventory, purchasing and scheduling work management.

Description of Requirement Valid driver's license with a good driving record; must be insurable and successfully complete of university-sponsored Driving Training.