Facilities Projects and Space Management Coordinator

Definition of Class
This is a professional position responsible for coordinating construction and design projects for the Department of Facilities Planning. The incumbent is responsible for project coordination and administration to ensure that work quality is consistent with design and construction documents, as well as University and professional standards. The incumbent facilitate decisions about space utilization and allocation to ensure campus space is used in an efficient manner and that allocation and reallocation of space assignments supports the overall University campus planning objectives. This position exercises discretion and independent judgment and reports to the Director, Facilities Planning and University Architect.

Examples of Work Performed
Analyzes classroom, office, and research space allocations based on campus and industry standards.

Makes recommendations as to the appropriate and efficient allocation of classroom, office and research space.

Develops and maintains a space management policy that supports the University’s mission.

Analyzes campus facility needs, develops proposals, and makes recommendations of priority for space improvement and capital projects.

Plans, creates, maintains, and updates the inventory of space needs working closely with the Director of Facilities Planning, Provost, Vice Chancellor for Administrations and Finance, and University Architects.

Works with Information Technology and other University Departments to ensure accuracy of databases containing building, space, and utilization data.

Meets with campus users to assess their needs and define their scope of work; creates a detailed program that includes existing space utilization, occupant information, necessary adjacencies, programmatic relationships, and qualitative requirements.

Coordinates preliminary studies of proposed spaces to obtain information as to existing space allocations, utilization, and potential building benefits and/or limitations.

Builds and facilitates relationships to resolve issues related to space allocation and space planning.

Interprets policies and procedures for space requests and utilization.

Utilizes appropriate software to prepare technical reports.

Serves as project coordinator, observes processes and collects data to ensure compliance with standards as set forth by the University of Mississippi.

Reviews construction work in the field to ensure that established quality control standards are met.

Tracks workflow and coordinates with the project team regarding scheduled deadlines.

Reviews and evaluates the merit of change orders for all projects and discusses with the Director of Facilities Planning.

Evaluates applications for payment to determine whether they accurately reflect work performed.

Coordinates a variety of short and long term special projects as assigned or requested.

Provides supervision and guidance to personnel assigned to design construction projects.
Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates design and construction projects.
2. Provides supervision and guidance to personnel assigned to design construction projects.
3. Analyzes campus facility needs, develops proposals, and makes recommendations of priority for space improvement and capital projects.
4. Coordinates preliminary studies of proposed spaces for existing space allocations, utilization, and potential building benefits and/or limitations.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi’s Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to talk and hear. The incumbent is periodically required to stand; walk; use hands to finger, handle or feel objects, tools or controls; climb or balance; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is occasionally required to sit.

**Experience/Educational Requirements:**

- **Education:** Bachelor’s Degree in related field from an accredited four-year college or university.
  AND
- **Experience:** Five (5) years of experience related to the above described duties.

**Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Net/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer. The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.