Coordinator of Maintenance and Construction

Definition of Class
This is a supervisory position in which the incumbent is responsible for coordinating and monitoring the activities of renovation projects of campus buildings/facilities. The incumbent develops and analyzes materials price quotes and prepares and maintains shop drawings associated with individual projects. Incumbent reports to the Assistant Director of Physical Plant-Construction & Renovation.

Examples of Work Performed
Prepares and reviews plans for renovation projects of campus buildings and facilities and monitors the progress of projects from initial design to final inspection to ensure requirements and specifications are met.

Meets with appropriate personnel to discuss project needs and requirements and makes determinations regarding materials, specifications, scheduling and staffing required to perform tasks.

Develops and analyzes price quotes for materials and recommends vendors/contractors.

Prepares specifications for job quotes and bid files for contract work. Serves as a liaison between outside contractors and the University and coordinates with personnel to ensure work orders and funding are in place.

Performs quality control inspections, monitors progress of the project, and notifies appropriate personnel of possible conflicts.

Prepares reports and analyses setting forth progress, adverse trends, and appropriate recommendations or conclusions.

Orders supplies/materials for renovations projects and schedules delivery.

Maintains facilities inventory and submits reports to higher reporting authorities as required.

Reviews contractors “as built” drawings and manages computer based CAD files, facilities database, and inventory.

Develops punch list with shops and engineers and coordinates the final inspection to ensure the completed project meets job specifications.

Recommends various personnel actions including, hiring, merit recommendations, promotions, transfers, and vacation schedules. Counsels with insubordinate employees and makes recommendations for appropriate action.

Oversees activities of the Lock Shop and subordinate staff. Monitors work orders.

Performs similar or related duties as assigned or required.

Ensures all assigned tasks are in compliance with University, SEC Conference, and NCAA rules.

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 and monitors renovation projects and estimates cost and requisition materials for projects.

2. Manages CAD files and inventory.
3. Serves as a liaison between outside contractor and university and conducts inspections of projects upon completion of work for conformance to specifications and requirements.

4. Oversees shop activities, construction crews, and subordinate staff.

**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 regularly required to walk; and occasionally required to stand; sit; use hands to finger, handle or feel objects, tool or controls; climb or balance; stoop, kneel, crouch or crawl; and reach with hands and arms.

**Experience/Educational Requirements:**

**Education:**
Bachelor's Degree in Building Science or related field from an accredited college or university.

**AND**

**Experience:**
Two (2) years of experience related to the above described duties.

**Licensure:**
Must possess a valid State of Mississippi driver’s license within first thirty (30) days of employment.

**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/Vet/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.