JOE DESCRIPTION
Coordinator of Special Services – Facilities Services

Definition of Class
Incumbent in this position is responsible for ensuring the shops building and associated equipment and vehicles are properly maintained and that inventory is accounted for. Incumbent supervises and coordinates construction project operations of existing facilities, provides support to the Facilities Services, supervises special services, and ensures compliance with governing regulations and guidelines.

Examples of Work Performed
Supervises special services operations for Facilities Management including disability accessibility accommodations, forced departmental moves, pest control, and recreational vehicle parking.

Coordinates the overall operation of the shops building.

Monitors individual shops for safety and cleanliness. Serves as liaison with pest control vendors.

Ensures proper maintenance of shops vehicles and equipment.

Ensures the maintenance of property control in accordance with state and University policy. Maintains inventory database. Manages inventory and usage of tool crib.

Coordinates parking for recreational vehicles.

Coordinates construction projects, equipment purchases, and required materials.

Serves as liaison with contracted vendors as it relates to construction projects and/or repairs.

Writes, coordinates, and prepares bid specifications for projects.

Awards contracts based on bids received. Coordinates and supervises the contractors awarded the project contracts.

Inspects projects in progress and upon completion to ensure compliance with plans, specifications, and related contract documents.

Inspects existing buildings and recommends necessary repairs or installations.

Develops work schedules and associated cost estimates to repair existing buildings.


Oversees and coordinates forced departmental moves.

Develops and implements standard operating policies and procedures as it relates to special services unit and shops building.

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 the overall operation of the shops building.
2. Supervises special services activities and staff.
3. Supervises and coordinates construction project operations.
4. Writes, coordinates, and prepares bid specification, awards contracts, and coordinates and supervises contractors.
5. Inspects construction projects in progress, completed projects, and existing buildings.

**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 stand. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to sit; walk; use hands to finger, handle or feel objects, tools or controls; climb or balance; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** High School Diploma or equivalent (GED).

AND

- **Experience:** Five (5) years of experience related to the above described duties.

**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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