JOB DESCRIPTION

Coordinator Facility Management - Athletics

Definition of Class
This is a non-supervisory position in which the incumbent performs regular monitoring of assigned athletic facilities and receives and prioritizes and follows through on requests for facility maintenance and repairs. Incumbent manages the energy/temperature control management and security needs of assigned athletic facilities and venues. Position reports to the Assistant Director for Athletic Facility Management.

Examples of Work Performed
Monitors facilities on a set schedule to organize maintenance and repairs.
Documents maintenance issues and prioritizes work requests and follows through on requests.
Communicates with coaches and staff of facilities assigned regarding facility maintenance requests.
Coordinates meetings of building mayors of assigned facilities.
Serves as liaison with physical plant for building mayor system.
Assists with budget preparation, and bid process for facility upgrades and maintenance on facilities.
Monitors facility and venue temperatures via physical plan or “smart synch” data.
Manages temperature for each department facility and venue to maintain reasonable temperatures and energy consumption.
Coordinates monitoring of security via access control and key distribution.
Assists in maintaining departmental inventory.
Performs related or similar duties as required or assigned.

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 prioritizes needs regarding the maintenance schedule and repairs of assigned athletic facilities.
2. Performs maintenance and repairs for assigned athletic facilities.
3. Coordinates the University building mayor system for assigned athletic facilities.
4. Assists with security monitoring of assigned facilities.
5. Coordinates facility and venue energy and temperature control.
6. Assists in budget preparation and bid process for facility upgrades and maintenance needs.

7. Assists in departmental, University and State inventory process.

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 25 pounds.

Vision: Requirements of this job include close vision and color 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 use hands to finger, handle, or feel objects, tools, or controls. The incumbent is periodically required to reach with hands and arms; stand; walk; climb or balance; and stoop, kneel, crouch, or bend. The incumbent is occasionally required to sit.

Experience/Educational Requirements:

Education:
Bachelor's Degree from an accredited four-year college or university.

AND

Experience:
One (1) year of experience related to the above described duties.

Substitution Statement:
Related education and related experience may be substituted on a basis set forth 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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