

FACILITIES COORDINATOR

Posting Details

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Posting Number S00491P
Working Title FACILITIES COORDINATOR
Department ENGLISH

About the University of Georgia The University of Georgia (UGA), a land-grant and sea-grant university with statewide commitments and responsibilities is the state's oldest, most comprehensive, and most diversified institution of higher education (<http://www.uga.edu/>). UGA is currently ranked among the top 20 public universities in U.S. News & World Report. The University's main campus is located in Athens, approximately 65 miles northeast of Atlanta, with extended campuses in Atlanta, Griffin, Gwinnett, and Tifton. UGA was founded in 1785 by the Georgia General Assembly as the first state-chartered University in the country. UGA employs approximately 1,800 full-time instructional faculty and more than 7,600 full-time staff. The University's enrollment exceeds 36,000 students including over 27,500 undergraduates and over 8,500 graduate and professional students. Academic programs reside in 17 schools and colleges, as well as a medical partnership with Augusta University housed on the UGA Health Sciences Campus in Athens.

About the College/Unit/Department

College/Unit/Department website

Posting Type External
Retirement Plan TRS
Employment Type UGA Employee
Benefits Eligibility Benefits Eligible
Full/Part time Part Time
Work Schedule
Work Schedule (other) 30 hours per week generally scheduled between 8 AM and 5 PM, Monday through Friday
Advertised Salary \$25,383 (Full-time salary is listed, however, candidate will be paid part-time salary).
Posting Date 03/05/2018
Open until filled Yes
Closing Date
Proposed Starting Date 03/26/2018

Special Instructions to Applicants Please submit a cover letter detailing why you would be a good candidate for this position along with a list of three references including their email and telephone number.

Location of Vacancy Athens Area

EEO Policy Statement The University of Georgia is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, gender identity, sexual orientation or protected veteran status.

Position Information

Classification Title FACILITIES COORDINATOR
Pay Grade 053
FLSA Non-Exempt
Job Family Facilities
FTE 0.75
Minimum Qualifications High School Diploma/GED plus 4 years of related experience or Associate's Degree plus 2 years related experience. Georgia State Drivers License

Preferred Qualifications

Position Summary A person allocated to this position coordinates all facilities for particular buildings / departments / facilities. Job duties may include building maintenance, grounds maintenance, custodial support, cafeteria support, organization of events, space assignments, etc.

Individual reports to the Business Manager, assists the manager with budget preparation, and may not have supervisory responsibility

Knowledge, Skills, Abilities and/or Competencies

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand; walk; use hands; handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus

Is driving required to perform essential duties outlined in this position? (This does not include infrequent trips) The successful candidate would have to provide proof that s/he has a valid driver's license when offered employment.

No

Does this position have financial responsibilities?

No

Duties/Responsibilities

Duties/Responsibilities

This position coordinates building maintenance including but not limited to coordination with Facilities Management Division and Building Service workers to keep all areas of the building clean and in good repair. This position is the point of contact for all work order requests for repairs and or after hour building openings.

Percentage of time

50

Duties/Responsibilities

Works with Business Manager and Department head on building renovations. Coordinates work with FMD and/or contractors to minimize the disruption of classes and work day.

Percentage of time

10

Duties/Responsibilities

Allocates and oversees maintenance of office space to faculty, staff and graduate students. Organizes storage space for equipment and furnishings. Plans surplus orders accordingly.

Percentage of time

10

Duties/Responsibilities

Works with FCOIT, CTL and EITS to updated and maintain technology in classrooms.

Percentage of time

10

Duties/Responsibilities

Coordinates scanning of all inventory for annual inventory submission.

Percentage of time

10

Duties/Responsibilities

Communicates with other campus units and vendors regarding building issues

Percentage of time

10

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this position?
 - iPAWS (UGA's job board)
 - LinkedIn
 - Handshake
 - Indeed.com
 - HigherEdJobs
 - From a current UGA employee
 - Other (please provide)
2. * Are you able to walk, climb stairs, balance, stoop, bend, and squat frequently, work with hands above head, and work from an standard and/or extended ladder or other raised surface throughout your shift?
 - No Response
 - No
 - Yes
3. * How many years of experience do you have in this type of position?
 - 0-1
 - 1-3
 - 3-5
 - 5-7
 - 7+
4. * Have you ever worked on Campus before?
 - Yes
 - No
5. * What is the highest level of education attained?

- o GED
 - o High School Diploma
 - o Associates Degree
 - o Bachelors Degree
 - o Masters Degree
 - o PHD
 - o None of the above
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Applicant Documents

Required Documents

1. Resume/CV
2. Cover Letter

Optional Documents

1. Other Documents #1
2. Other Documents #2