

BOARD OF REGENTS STATE OF IOWA

REGENT MERIT SYSTEM

Class Title: Facilities Coordinator

Class Code: 7961

Pay Grade: 509

GENERAL CLASS DESCRIPTION:

Under general supervision, is responsible for the operation of equipment and for directing and coordinating facilities to provide procurement and inventory control for a physically decentralized area. Provides functional supervision as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Supervises the ordering, receiving, storing, inventory, inspection and distribution of materials and supplies.
2. Performs appraisals of the condition and cleanliness of grounds and facilities.
3. Coordinates the maintenance and repair of facilities and equipment.
4. Maintains and/or supervises the maintenance of records indicating receipt and disposition of all stock material and supplies.
5. Maintains adequate inventory control system; conducts searches for misplaced or lost items.
6. Performs a wide variety of housekeeping/custodial duties including cleaning, laundering and related functions inside and outside the building as required.
7. Inspects and services equipment and building, performing minor repairs as necessary and reports major problems to the appropriate area.
8. Answers telephone inquiries, making necessary and proper referrals of the calls, and maintains a call log.
9. Prepares special and periodic reports for operation.
10. Performs touring and chauffeuring duties as required.
11. Provides training to other departmental staff members.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

Class Title: Facilities Coordinator

Class Code: 7961

Pay Grade: 509

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to follow oral and written instructions and to interpret policies and procedures accurately.
2. Ability to establish and maintain an inventory control system and keep accurate and up-to-date records.
3. Ability to organize and coordinate.
4. Ability to communicate orally and in writing.
5. Ability to maintain effective working relationships with others.
6. Ability to demonstrate qualities of confidentiality, diplomacy and discretion.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Four years of post high school work including experience involving public contact and storekeeping procedures.
2. Possession of a current Iowa driver's license.

REVISION EFFECTIVE May 1, 2004

h:(hr/classdes)7961