

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title: Facilities Services Coordinator**

**Class Code: 5031**

**Pay Grade: 111**

**GENERAL CLASS DESCRIPTION:** Under general supervision, is responsible for facilities services operations and/or for coordinating facilities services activities to provide a physical environment that promotes institutional excellence. Provides leadership and/or supervision and resources as required.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Coordinates and/or oversees facilities functions and activities such as the following: cleaning, maintenance and repair; warehousing and storage; environmental quality; special function/event preparation, snow removal; contracted and in-house services such as pest control, window washing, and specialized departmental services including installation of interior furnishings, remodeling coordination, etc.
2. Schedules, assigns and directs the workflow of a large number (18-35) facilities services staff.
3. Plans procedures and work methods to improve productivity and service methods in order to meet customer needs. Revises or recommends revisions to improve efficiency of facilities operations and services.
4. Appraises condition and cleanliness of grounds and facilities and initiates requests for corrective action as needed.
5. Interviews, hires or recommends hiring, trains and orients staff. Evaluates employee performance, coaches, facilitates work unit or team activities, and conducts or recommends disciplinary actions, promotions, and terminations.
6. Responds to both internal customer complaints and requests from external departments related to the delivery and improvement of a broad scope of services.
7. Confers with staff and vendors to negotiate best possible product and service delivery methods and schedules for customer satisfaction.

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 Services Coordinator**

**Class Code: 5031**

**Pay Grade: 111**

8. Maintains inventories of products, equipment, linens, uniforms and other supplies as needed to meet operational and customer needs.
9. Coordinates repairs and maintenance of equipment utilized by facilities services staff. Evaluates, tests, and recommends purchase of new supplies and equipment as necessary.
10. Provides direct input to unit budget preparation, keeps and prepares reports, time and space studies, supply and equipment procurement and other reports and other reports or records as needed.

**KNOWLEDGES, SKILLS, AND ABILITIES:**

1. Knowledge of facilities and industry standards in cleaning and maintenance of buildings.
2. Knowledge of safety standards and safe work practices.
3. Knowledge of institutional policies and procedures.
4. Knowledge of administrative activities to include preparation of specific and period reports, fiscal records and service changes.
5. Knowledge of measures to improve production/service methods, equipment performance, scheduling and quality control.
6. Knowledge of aseptic cleaning and maintenance techniques.
7. Knowledge of computer operations and windows software programs.
8. Ability to communicate effectively, both orally and in writing, with students, faculty, staff, vendors and the general public.
9. Ability to lead, coach, motivate, direct, train, and provide resources to staff members of the unit.

**Class Title: Facilites Services Coordinator**

**Class Code: 5031**

**Pay Grade: 111**

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Graduation from high school or GED equivalent, and
2. Three years supervisory and facilities management experience, and
3. Valid driver's license.

**EFFECTIVE: January 16, 2002**

h:(hr)classdes/5031.doc