

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

Class Title: Building Services Coordinator

Class Code: 5611

Pay Grade: 205

GENERAL CLASS DESCRIPTION:

Under general supervision, is responsible for directing and coordinating building maintenance services, room and equipment use and directing the work of others.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Coordinates the maintenance and repair work on building facilities and equipment.
2. Provides information and assistance to individuals and groups using building facilities and equipment.
3. Directs, trains, and assists other personnel in their daily work routine.
4. Coordinates the use of designated rooms, lounges, and auditoriums.
5. Coordinates the setup and use of teaching equipment for classroom and laboratories.
6. Directs the storage of teaching and laboratory equipment which is not in use and also maintains supplies for the department.
7. May design and construct simple equipment according to specifications.
8. Identifies mechanical problems and describes them to maintenance personnel.
9. Assists in sending and delivering mail to assigned areas.
10. Checks building facilities and equipment in assigned area for security, making sure people are out of building at closing time and insuring doors are locked and the alarm system is operational.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to communicate effectively with others.

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.

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2. Knowledge of proper lifting and bending techniques.
3. Ability to interpret and follow oral and written instructions.
4. Ability to keep basic receiving, shipping and inventory records.
5. Ability to perform basic arithmetic functions involving addition, subtraction, multiplication and division.
6. Ability to work with computerized inventory control systems.
7. Ability to exercise functional supervision for subordinate and student employees.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. One year of custodial or related work experience.
2. Ability to read, write and follow instructions.

H:(hr/classdes)5611

REVISION EFFECTIVE:

October 1, 2009