COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: COORDINATOR OF FACILITIES - APPLETON MUSEUM OF ART

PAY GRADE: P-12

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Responsible for the maintenance and repair of the Museum’s physical plant and grounds and direction of all facilities’ employees.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: BS/BA degree preferred.

2. Years of experience in field: Five years of supervisory experience related to facilities plant maintenance and operations, including ground maintenance functions is required.

3. Special skills or abilities related to field: Knowledge of administrative computer applications. Knowledge of administrative computer applications as related to departmental job functions. Knowledge of construction and maintenance materials and their proper application. Ability to plan and direct the proper maintenance of existing facilities. Ability to supervise effectively. Ability communicate effectively both orally and in writing.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates and supervises the examination of the Museum’s facilities and grounds on a regular basis for needed repairs and maintenance.

2. Coordinates the estimating, scheduling, and priority assignments of Department resources in maintaining the physical plant and grounds.

3. Provides the technical and administrative support to all Department personnel so they can accomplish their assigned duties.

4. Coordinates the inspection and quality assurance of services performed by the department, contractors, and consultants which have an impact upon the physical plant.

5. Provides technical and administrative assistance to consultants and contractors providing design, construction, and maintenance service to the museum.
ESSENTIAL JOB FUNCTIONS (continued):

6. Oversee the recruitment, screening, and selection of Facilities Services personnel and public safety officers.
7. Coordinate all facilities and public safety activities with appropriate college personnel; Director of Facilities and Manager of Public Safety.
8. Develops the Department budget.
9. Plans and develop required reports to determine department resource allocations and scheduling.
10. Consult with Administration in planning and completing a regularly scheduled preventative maintenance program.
11. Provides for the proper maintenance of personnel and administrative records for all Facilities Services personnel.
12. Due to the scope of responsibility of this position and the need for the College to communicate both during the weekday and after regular work hours, the employee must possess a cell phone and provide the number to Human Resources, the immediate supervisor, and the Senior Vice President.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate effectively both orally and in writing.
- Moderate (15 to 44 pounds) lifting and carrying.
- Climbing.
- Walking.
- Standing.
- Kneeling.
- Bending.

ENVIRONMENTAL CONDITIONS:

- Works indoors and outdoors in varying weather conditions.

PRIMARY LOCATION OF JOB: Appleton Museum of Art

SUPERVISOR OF POSITION: Director - Appleton Museum of Art