

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: COORDINATOR OF FACILITIES - APPLETON MUSUEM OF ART

PAY GRADE: P-12

OVERTIME STATUS: EXEMPT

### MAJOR RESPONSIBILITY:

Responsible for the maintenance and repair of the museum's physical plant grounds and public safety and direction of all facilities' and public safety employees.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: High school diploma or equivalent required. 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 to communicate effectively both orally and in writing.

### ESSENTIAL JOB FUNCTIONS:

1. Manage 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. Provide the technical and administrative support to all Department personnel so they can accomplish their assigned duties.

ESSENTIAL JOB FUNCTIONS (Continued):

4. Manage the inspection and quality assurance of services performed by the department, contractors, and consultants which have an impact upon the physical plant.
5. Campus Keys inventory, maintain and assign.
6. Provide technical and administrative assistance to consultants and contractors providing design, construction, and maintenance service to the museum.
7. Oversee the recruitment, screening, and selection of Facilities Services personnel and Public Safety Officers.
8. Coordinate all facilities and public safety activities with appropriate college personnel; Director of Facilities and Manager of Public Safety.
9. Develop and manage the department budget.
10. Plans and develop required reports to determine department resource allocations and scheduling.
11. Consult with Administration in planning and completing a regularly scheduled preventative maintenance program.
12. Provides for the proper maintenance of personnel and administrative records for all Facilities Services personnel.
13. 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 Vice President for Institutional Effectiveness and College Relations.

(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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires moderate (up to 40 pounds) lifting and carrying
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and 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