
Functional Title:	Building and Grounds Coordinator	Job Code:	1001-CA340
Classification Series:	Building and Grounds	Band/Zone:	F1
Department:	Multiple	FLSA:	Non exempt
Date:	July 1997		

General Function:

Performs a variety of moderately complex technical and custodial tasks related to maintaining the University's buildings, facilities, and grounds.

Characteristic Duties and Responsibilities – Essential Functions:

- 1) Assigns tasks to employees and monitors activities to ensure compliance with appropriate standards and that deadlines are met.
- 2) Trains student employees regarding policies and procedures, job duties and use of equipment.
- 3) Ensures that work area is clean and ready for use; ensures that all necessary supplies and materials are available.
- 4) Monitors inventory and reorders as necessary.
- 5) Assists in enforcing rules and regulations; may provide input for employee evaluations.

Reporting Relationships:

Direction Received: Reports to Building/Grounds Supervisor-Senior, Physical Facilities Manager, or Administrative Assistant.

Direction Given: Occasional training of classified staff and occasional training and monitoring of student employees. May have functional guidance of student employees.

Minimum Requirements:

Requires six months of training beyond high school and one year of related experience, or an equivalent combination of education and experience. Requires valid driver's license.

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of equipment operation and maintenance. Knowledge of departmental operations; training and motivational skills.

Working Conditions:

Frequent standing, walking, and operating equipment. Some lifting of materials weighing up to 70 pounds. Periodic assignments given which entail dealing with slightly unpleasant physical situations.