

The University of Akron  
**Classification Specification**

**Job Title:** Facilities Coordinator  
**Job Function:** Staff  
**Job Family:** Classified  
**SOC Description:** 4000 Business / Administrative Division

**Job Code:** 45155  
**Grade:** 118  
**FLSA:** Non-Exempt  
**Date:** 5/16

**Job Summary:**

Coordinate and oversee actions and activities relating to the college's physical facilities to ensure that the CBA building is a safe and welcoming environment that is conducive to student learning and retention, as well as faculty and staff job performance.

**Essential Functions:**

30% Monitor the general purpose areas of the CBA Building (atrium, concourse, classrooms, etc.) as well as the CBA Study Lounge, to identify conditions requiring maintenance or improvement. Manage the day-to-day reporting and resolution of building-related problems. Review and coordinate internal and external requests for use of the CBA atrium and concourse for special events and activities. Communicate CBA building policies including posting of signs and recycling; ensure compliance.

25% Coordinate space utilization planning, as well as major repairs, renovations or refurbishing of college facilities. Oversee implementation of approved projects. Monitor allocations of financial resources for projects, manage selected accounts and develop request or reports when necessary.

25% Manage the college's safety activities including monitoring video surveillance within the CBA Building and CBA Study Lounge, serving as the CBA's emergency response team leader, ensuring compliance with University safety policies, and coordinating safety training for CBA personnel. Oversee the CBA card access system and schedule the operational hours of the CBA Building.

15% Serve as a liaison between the CBA and the Office of Capital Planning and facilities Management, the UA Police Department and Locking Systems, the Physical Facilities Operations Center (PFOC), and the Department of Environmental and Occupational Health and Safety. Attend meetings as a representative of the College and plan/conduct meetings for various projects.

5% Perform additional duties as assigned.

**Education:**

Requires a relevant Bachelor's Degree.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 1 year of general administration experience. Ability to work with vendors and contractors required. Strong written and verbal communication and problem-solving skills. Strong computer skills to include proficiency in MS Office Suite required.

**Leadership:**

No authority or responsibility for the supervision of others but must be able to direct others on daily operations and review for accuracy and consistency.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.