



ASSOCIATED STUDENTS, CALIFORNIA STATE UNIVERSITY, NORTHRIDGE INC.
POSITION DESCRIPTION FORM

GENERAL POSITION INFORMATION:

New Position: Yes [] No [] Update to Existing Position: Yes [x] No []

If Existing Position, filled by: _____

Position Title: Facilities Coordinator

Department: Associated Students - Administration CSU Comparable: 1035 Admin Support Coordinator, Grade 2

Supervisor Name & Title: Daniela Cross, Risk & Facilities Manager Extension: 2490

List any special licenses, permits, or certificates that are required to perform the duties assigned to this position:

Valid California's Driver License

SUPERVISION (list titles of staff supervised):

Subordinate Staff:
Student Assistant Staff

SCOPE OF FUNCTION AND RESPONSIBILITIES: (Give a brief general overview of the position's primary function.)

Under general supervision of the Risk & Facilities Manager, this position is responsible for the oversight of all Associated Students' ("AS") facilities & property, including maintenance, vendors, project management, vehicle fleet, and capital improvement projects. This position will supervise student assistants.

DUTIES AND RESPONSIBILITIES: (List and describe in detail the specific duties and responsibilities assigned to the position.)

Note: % of time should be measured annually. Add additional sheets as necessary.

% of Time	Duties
45%	<p>Facilities and Maintenance Coordination:</p> <ul style="list-style-type: none"> • Serves as Facilities Coordinator for the Children’s Center and Sustainability Center buildings, as well as AS-leased facilities and storage facilities. • Acts as the liaison with Sustainability Center tenants, and USU Facilities Maintenance department. • Responsible for overseeing grounds and building maintenance; custodial cleaning services; security; space management; planned and preventative maintenance of HVAC, office, and recycling yard equipment. • Develops and maintains working relationships with key internal and external partners to achieve collaboration and results through innovation and optimization of processes and procedures (PPM, USU, Environmental Health & Safety, etc.). • Coordinates and oversees security, alarm and fire suppression/detection systems and ensures compliance with applicable building, fire, electrical, mechanical system standards and codes. • Develop, review, and assess proposals to meet conservation and energy efficiency needs. • Research, implement, and maintain a “dash board” to monitor water conservation, energy efficiency, and sustainability progress of organization’s buildings (e.g., Children’s Center, Sustainability Center) and other rental facilities in coordination with the building landlord. • Initiate and oversee planned maintenance programs for a variety of office equipment. • Monitor access and cleanliness of storage areas. • In collaboration with Children’s Center and Sustainability Center administrators, develop and oversee coordination of facility operations and procedures of the Children’s Center and Sustainability Center including program manuals, equipment and facility maintenance manuals. • Oversee utilization and maintenance of AS vehicles, including electric cart driver training and certification. • Inspects construction and installation progress on facility equipment, tenant improvements, and capital improvements projects. • Coordinate, conduct, and document periodic facility inspections and corrections to any potential safety issues.
30%	<p>Operations</p> <ul style="list-style-type: none"> • Oversee the adherence to all risk management aspects in AS owned and leased facilities and storage areas (e.g., vehicle use, hazardous materials handling, lifting, ergonomics, forklift driving, baler operation trainings). • In collaboration with the Risk & Facilities Manager, and Children’s Center and Sustainability Center administrators, • monitor facility management program budgets and modify work projects and budgets as appropriate. • Research, development, and implementation of process improvement projects and work standards that maximize productivity, efficiency, and effectiveness of operations. • Assists Risk and Facilities Manager with negotiating contracts with operations and facility suppliers and vendors. • Coordinate and oversee all suppliers billing and contracts with Accounting Department, Risk Management, and other pertaining departments throughout campus. • Assure compliance with all state and local health, work and facilities requirements. • Develop and implement methods and procedures for monitoring projects, researching findings, creating progress reports, and informing partners of status to ensure collaboration on projects. • Plan and work collaboratively with internal and campus partners in project management activities for a variety of projects.
20%	<p>Supervise Facilities Student Assistants</p> <ul style="list-style-type: none"> • Recruit, hire, orient and supervise student employees who will assist in facility maintenance and operations, • Oversee and evaluate yearly performance evaluations and monitor professional development. • Assure high level of professionalism that involves clear expectations, transparency, and empowerment.
5%	Other duties as assigned

ADDITIONAL KNOWLEDGE, SKILLS, and EXPERIENCE: (Note any additional knowledge, skills, experience, and education, that are required or that you think are important for this position.)

Education:

Bachelor's degree from a 4-year college or university in Business Administration, Facility Management, Environmental Engineering, Construction Management, or a job-related field required.

Experience:

Two or more years of experience in facilities management, sustainability, education or management. Managing projects and having understanding of building construction and associated trades. Advanced knowledge of policies, procedures, and outside regulations pertaining to facilities management. Sound knowledge of health, safety and environmental regulations. Experience in construction, maintenance and all facets of facility operation. Supervisory experience.

Minimum Qualifications:

Possession of a current, valid California driver's license and California State minimum required insurance coverage. Ability to lift up to 40 lbs. Ability to operate a forklift, electric cart, pressure washer, and/or other material-handling equipment. Possess strong communication and interpersonal skills. Proficient in Microsoft Word, Excel, Outlook, Access. Possess the ability to interpret and analyze data (budgets, spreadsheets, architectural layouts, and technical information). Strong technical ability to manage operating costs. Bo-lingual a plus. Certification as facility manager (CFM) and/or additional industry certifications preferred. Working knowledge of Mechanical, Electrical, and HVAC systems preferred. Understanding and knowledge of Energy or Building management systems (BMS). Knowledge of and experience in doing internet research particularly related to vendors, building related furnishing and equipment warranties and/or use, facilities management best practices.

PHYSICAL and COGNITIVE DEMANDS; and ENVIRONMENTAL CONDITIONS

Check the appropriate box for each of the following items that most accurately describes the minimum extent of the specific activity performed by this position. Based on a typical workweek.

PHYSICAL DEMANDS	Greater than 50%	Less than 50%	N/A		Greater than 50%	Less than 50%	N/A		
1. Key Boarding and Mousing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Lifting or Carrying					
2. Repetitive Motion of upper extremities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		A. Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Hearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		B. Up to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Sight	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		C. Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
6. Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		13. Pushing or Pulling				
7. Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			A. Up to 10 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Bending (from waist or neck)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			B. Up to 25 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Climbing Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>			C. Up to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Stooping, Kneeling, or Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		D. Over 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Reaching above shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						

ENVIRONMENTAL CONDITIONS	Greater than 50%	Less than 50%	N/A
1. Inside (Typical office environment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Elevated Work (Raised platform/scaffold)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Extreme Temperature (hot or cold)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Outdoor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

OTHER Describe any additional demands/conditions or special circumstances that are pertinent to the position.

EQUIPMENT

List any special software and machines, tools, and equipment used on a regular basis.

Type	Purpose and Desired Results
Example A1) Lawn Mower Example B1) Microsoft Word	Example A2) Mowing grass Example B2) Create or update documents
Microsoft Windows and Office	Spreadsheets, document creation, email and analysis
PeoplePro	Timesheet review and approval

APPROVALS/SIGNATURES:

Human Resources:

_____ Date: _____

**Executive
Director:**

Date:

AS President:

Date:

Date approved by Personnel Board:

Employee:

(Signature of the employee indicates that they have read the form)

Date:
