

**SCHOOL OF NURSING
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

**Position Description
FACILITIES COORDINATOR II– DEAN’S OFFICE**

UAB Employment Site: T233292

SUMMARY:

Independently, with minimal supervision, this position supports, at the school level, the physical plant and other associated School of Nursing (SON) space for day-to-day general operation. This individual will be responsible for oversight and coordination with UAB services, to ensure the proper operation and maintenance of the heating and cooling, lighting, grounds, housekeeping, and plumbing needs of the school. Work often consists of providing logistical planning, assistance and oversight of ongoing and new facility projects with maintenance, building services, various construction contractors, and building personnel across SON space. This position has a direct report to the Manager of Facilities, Technical Operations, and Infrastructure and a secondary report to the Executive Director of Administrative Operations and works with other administrators across the SON to provide for building readiness at all times. Takes initiative to problem solve and pose solutions for building and plant issues as they arise.

RESPONSIBILITIES:

1. Responsible for supporting the day-to-day preparedness of the SON physical plant and other associated SON space. Supports the oversight and coordination with university-wide departments, to ensure the proper operation and maintenance of the heating and cooling, lighting, grounds, housekeeping, plumbing, security and communications for daily readiness. May serve as a contact and problem solver for building concerns and issues as they arise.
2. Submits badge access and key requests for employees. Serves as a liaison with Physical Security and Police. Maintain and manage key check out for all of SON and SON user needs.
3. Maintain and manage the use, upkeep, and booking of the SON vehicle(s) as needed to ensure proper maintenance and adherence to use of the State vehicle. Responsible for reporting on use as requested.
4. Facilitates the arrangement and movement of furnishing for classrooms, offices, and common areas utilized when requested. Must be able to lift 50 pounds in order to

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efficiently move tables, chairs, equipment, etc. when needed. Facilitates space event preparations as requested.

5. Works with the Manager of Facilities, Technical Operations and Infrastructure, Campus Safety, Campus Maintenance, Building Services and others to ensure the physical plant and grounds do not present life-safety issues for the SON's guests, employees, students and staff.
6. Coordinate and manage all storage needs requests. Maintain, facilitate, and oversee all storage room use in SON.
7. As directed, assists the Manager of Facilities, Technical Operations and Infrastructure with managing and organizing the on-site operations of facility related projects, works with maintenance, movers, construction and other related groups who provide services in the SON. Carries out projects as requested by the Manager of Facilities, Technical Operations and Infrastructure related to the physical plant.
8. Manages and facilitates storage/surplus need requests and use to/from SON. Works with warehouse representatives and University Surplus department to manage SON surplus in an efficient and responsible manner. Plans, manages, and may participate in the movement of storage across SON space.
9. Ensure proper signage for all spaces managed by the SON to include offices, hallways, garage, etc. including but not limited to: directories, directional signage, office signage, informational event signage. Management of this to include ordering and hanging of all signage.
10. Management of furniture stores for the SON. Works with furniture representatives and University Surplus department to meet needs and to manage SON surplus in an efficient manner.
11. May serve as a back up to the Manager of Facilities, Technical Operations and Infrastructure in scheduling SON space.
12. May serve as back up to the Audiovisual Specialist and Computer Technician to assist faculty, staff, and students in the operation of various pieces of audiovisual and computer equipment. May perform some preventive maintenance and minor repair on equipment as requested.
13. May serve as a back up to the SON Concierge.
14. May serve as back-up to the Audiovisual Specialist and Computer Technician in acting as room coordinator for video teleconferences which includes responsibility for the set-up, testing, and take-down of equipment used in such sessions and for assisting faculty and staff using the facilities. May be asked to facilitate room checks to monitor classroom and conference room use.
15. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code of Conduct. Upon hire new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may

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result in appropriate consequences.

16. Performs other related duties as directed to support the missions of the School of Nursing.

QUALIFICATIONS:

The position requires a Bachelor's degree. Five years of facility and administrative support experience. Must have strong interpersonal, detail-oriented, organizational and communication skills. Must be able to independently problem-solve and provide solutions. Should have a working knowledge of Microsoft Word, Excel and Access software programs. To be successful in this position an individual should possess strong organizational, communication, work ethic and interpersonal skill. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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