

<b>Title:</b>	Facilities Coordinator
<b>Reports to:</b>	Facilities Manager
<b>Created:</b>	September 2010

**Purpose of the job:** The Facilities Coordinator will work closely with the Facilities Manager to support all facilities activities. The Coordinator will be the first point of contact for internal and external customers seeking support and information from the Facilities organization of the Kauffman Center for the Performing Arts. The Facilities Coordinator will provide administrative support to the Facilities Manager and the Facilities organization, manage office functions including: Work Order coordination, Security badge and access assignments, database management, daily office operations, coordination of budgeting/accounting systems, maintaining office records, and providing general support services for the divisional staff. Additionally, the Facilities Coordinator, under the supervision of the Facilities Manager, will manage all outside contractors in support of the Facilities Department, including maintaining records and contracts, coordinating project activities, and providing scheduling support.

**Organizational values:** Adheres to and promotes organizational values: (see below)

<b>ORGANIZATIONAL VALUES</b>			
<b>Own it, get it solved</b>	<b>Aim for excellence</b>	<b>Be enthusiastic</b>	<b>Act with respect</b>
<ul style="list-style-type: none"> <li>■ Integrity</li> <li>■ Honest communication</li> <li>■ Transparent</li> <li>■ Trustworthy</li> <li>■ Responsible</li> </ul>	<ul style="list-style-type: none"> <li>■ Striving to improve or meet at standard of excellence</li> <li>■ Motivated</li> </ul>	<ul style="list-style-type: none"> <li>■ Flexible</li> <li>■ Fun</li> <li>■ Embraces new ideas</li> </ul>	<ul style="list-style-type: none"> <li>■ Service</li> <li>■ Considerate of others</li> <li>■ Treat others with dignity and care</li> <li>■ Work toward shared goals</li> </ul>

**Essential Job Functions:**

- Assist the Facilities Manager in all aspects of project implementation as needed.
- Support the Facilities Manager with external contacts as needed.
- Manage the Security access-control database in conjunction with the Security Contractor
- Represent the Facilities Department in inter-departmental meetings to support and facilitate communication and action between departments.
- Coordinate all Facilities activities, work direction, and support systems.
- Supervise and train facility employees and contractors as needed.
- Independently maintain and update administrative policies and processes.
- Set up, maintain, and organize department's central files, information, filing, and messages.
- Assist facilities staff in locating parts, supplies, and materials.
- Prepare and maintain RFP's, bid information, and other contract documents.
- Prepare internal bill-backs and documents for events supported by the Facilities organization.
- Provide administrative support to the Facilities team.
- Manage the CMMS system, including receiving work request, assigning work orders, entering system data, and providing the overall system administration.

- Complete additional responsibilities as assigned.

**Qualifications/Requirements:**

<b>Education:</b>	<ul style="list-style-type: none"> <li>▪ Associates degree and 2 years of facilities management experience or 4 years of facilities management experience.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Facilities management in a cultural institution or high profile facility.</li> <li>▪ Extensive use of computerized maintenance management systems.</li> <li>▪ Demonstrated ability to work and communicate professionally, verbally, and in written form with internal and external customers.</li> <li>▪ Demonstrated customer service excellence.</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>▪ Microsoft Suite of products including Excel, Outlook, Word, and PowerPoint</li> <li>▪ Building management and Facility and Maintenance operations.</li> <li>▪ Maintenance management software</li> </ul>
<b>Skills:</b>	<p>Demonstrated ability in the following areas:</p> <ul style="list-style-type: none"> <li>▪ Must have strong interpersonal skills and ability to work in a team environment.</li> <li>▪ Responsibility for follow-up on actions based on various team projects.</li> <li>▪ High organization skills in managing multiple projects simultaneously.</li> <li>▪ Ability to perform and manage technically complex projects using independent judgment and personal initiative.</li> <li>▪ Build strong internal and external relationships using effective verbal and written communication skills.</li> <li>▪ Recognize and act on opportunities; adjust direction when situation warrants</li> <li>▪ Work independently without regular direct supervision.</li> <li>▪ Must be a provider of excellent customer service</li> </ul>
	Performs other duties as required.

**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

Job descriptions assist organization in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.