

The University of Texas at San Antonio

Job Description

Job Title: Facilities Project Coordinator
Code: 15017
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Facilities Services
Reports To: Senior Project Manager

Summary

- **Function:** To provide advanced skills in coordinating and managing the daily operations and logistics of facility projects, to include oversight in the implementation and operation of a project or activity.
- **Scope:** Responsible for managing/coordinating complex administrative or construction projects or activities.

Duties

- **Typical:**
 1. Consults with customers and facilitates meetings with customers and professional services to identify needs.
 2. Coordinates development of scope of work and prepares cost estimates for projects.
 3. Engages consultants and contractors and manages their performance.
 4. Monitors, evaluates, and reports project performance.
 5. Coordinates the collection, analysis, and distribution of data.
 6. Ensures regulatory compliance and assists in the formulation and writing of new and amended rules, regulations, policies, and procedures.
 7. Reviews and processes construction related RFI's, ASI's, cost proposals, change orders, invoices, pay applications and other related project documents.
 8. Monitors construction for quality, coordinates punch list and ROD corrections and assists Maintenance with warranty issues for one year.
 9. Coordinates inspections and the involvement of the University's trade shops and departments associated with the project.
 10. Collects and disseminates a complete set of project close out documentation.
 11. Assists in the preparation of bid documents for procurement of construction services and the selection of contractors.
 12. Completes special projects, reports, research, and formulations.
 13. Performs additional duties as assigned.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Valid Texas State Driver's license and a driver rating of 'good' as established by the University of Texas system.	Experience with complex systems and processes. Certification as a Project Management Professional as administered by Project Management Institute, or Certified Facility Manager as administered by IFMA. Experience using Microsoft Word, Excel, Access and Outlook.

Experience

Required	Preferred
Two years experience in facilities management, project management, or construction management.	Four years experience in facilities management, project management, or construction management.

Equipment

Required	Preferred
Basic computer skills	N/A

Working Conditions

Usual	Special
Usual office conditions. Some exposure to weather and physical hazards.	Exposure to mechanical, electrical, and construction hazards.

Supervision

Received	Given
General supervision from immediate supervisor.	Provides general supervision to support staff.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.