

The University Libraries have an immediate opening for a **Project Facilities Coordinator** in Library Administration.

Submit application, cover letter, and resume online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 29290 by March 4, 2019.

Supervise the Receiving & Facilities Operations staff of the University Libraries. Serve as the project coordinator for all University Libraries facilities projects. Act as the point person to arrange maintenance and repair services for Ellis Library. Train as backup Security Officer. Coordinate responses for building emergencies.

### **Key Job Duties**

- Hire, evaluate, and supervise Receiving & Facilities Operations support staff.
- Provide oversight for Receiving Room to ensure that delivery schedules are covered and operations are functioning efficiently. Perform receiving room and maintenance service duties when necessary.
- Act as point person for maintenance and repair requests:
  - Diagnose problems to the extent possible and arrange response, e.g., repair services. Review and inspect emergency repairs performed by outside contractors. Coordinate complex maintenance and repair activities.
  - Provide recommendations to the Ast Dir Business Admin concerning evaluation, prioritization, and implementation of maintenance programs.
  - Assign and schedule library facilities support staff to maintenance and repair projects to ensure that the work is accomplished efficiently and within established project timelines.
  - Execute strategic space planning actions developed by library management.
  - Serve as liaison for maintenance and repair requests from other departments and groups located in Ellis Library.
- Execute facilities management of the Ellis Library building:
  - Serve as the chair of the Ellis Library Space and Facilities Advisory Committee (ESFAC) to review all proposals for physical changes within Ellis Library.
  - Coordinate facilities projects for other University Libraries locations, as assigned.
  - Prepare necessary parts and equipment purchase forms; research vendors for best price and quality of item(s); prepare bid specifications as necessary; identify and request blanket order contracts related to building and facility needs.
  - Assist in determining requirements and preparing cost estimates for building renovations.
  - Review design drawings and specifications for new or remodeled business units.

- Prepare annual facility maintenance budget and review and approve building service expenditures.
  - Responsible for the upkeep, repair, maintenance or installation of any systems the security department oversees.
- Serve on the Events Team and coordinate facilities-related aspects of library events and meetings.
  - Recruit, hire, train, and supervise student assistants to move furniture and set up equipment for specific events and meetings.
  - Coordinate delivery and pickup times with caterers and other outside vendors providing rental equipment. Perform events work as needed.
  - Serve as liaison with Development, Distributed IT, Security, and other event coordinators to ensure that each event is successful and that cleanup is completed in a timely fashion.
- Oversee annual capital equipment inventory process for University Libraries:
  - Maintain inventory records and approve all inventory surveys/information submitted to the university.
  - Generate inventory reports as needed.
- As needed, perform the range of duties expected of security officers, e.g., building patrols, open/close the building, security logs, police or medical reports.
- Other duties as assigned.

## **Nature of Work**

Coordinates the activities of drivers, craft, service and maintenance employees.

- Possesses a broad and deep understanding of the job
- Understands how the team integrates with others to accomplish team objectives
- Researches and analyses atypical/complex data and prepares reports, noting key issues and patterns in the data and provides recommendations for problem resolution.
- Monitors and oversees budgets, inventories, services, etc.
- Solves routine and complex problems and identifies new, less obvious solutions
- Impacts the quality, timeliness and effectiveness of the team through planning, organization, coordination, and at times oversight
- Uses discretion to modify work practices and processes to achieve results and improve efficiency

**Shift:** 40 hours per week. Typically, Mon-Fri 8am-5pm. Some weekend, evening, and emergency call times, as needed.

**Salary:** \$16.92 per hour

**Minimum Qualifications:** An Associate's degree or an equivalent combination of education and at least 3 years of experience from which comparable knowledge and skills can be acquired is necessary.

## Preferred Qualifications

- Supervisory experience preferred.
- One year experience with arranging facilities management services and evaluating results.
- Must be able to pass standard First Aid and CPR courses.
- Possession of a valid Missouri driver's license.
- Strong interpersonal and communication skills. Ability to establish and maintain positive working relationships with other staff. Ability to work cooperatively with outside vendors.
- Must be able to deal with difficult situations and respond to emergencies in a timely manner.
- May require the ability to obtain/place materials on shelves at ground level and on shelves up to nine feet in height using step stools, ladders, or other devices.
- Requires the ability to move a book cart weighing up to 200 lbs. (these are on wheels)

## Benefit Eligibility

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>.

**MU Diversity Commitment:** The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery, and excellence.

**Equal Employment Opportunity:** The University of Missouri is an equal access, equal opportunity, affirmative action employer. Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-882-5835.

## **EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)