



DATE ISSUED: 05/17
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Coordinator, Facilities Operations Support - Houston

JOB SUMMARY

Accomplishes duties relating to the receiving, interpretation, and assignment of Facilities Operations service requests from various customers including those related to the general maintenance; access control performance and recordkeeping; wayfinding; asset procurement, moving and surplus; and customer service for the Houston campus. Prioritizes work as emergency or routine maintenance. Communicates and coordinates work with clients and FMC supervisors to insure proper scheduling, resource allocation and accomplishment in a friendly, accurate, and timely manner. Responsible for all TMA and asset database management and reporting; fleet scheduling and client notification. Work is performed with general supervision and performance is based upon completion of assignments and results obtained. Manages all contracted service work orders and subsequent procurement duties. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Manager, Facilities Operations - Houston

Supervises: Supervises departmental staff and others as assigned.

ESSENTIAL DUTIES - May include, but not limited to the following:

- Creates and receives purchase orders physically and online for issuance and payment. Gathers and sends invoices to TWUpayables@twu.edu for processing. Ensures all invoices are received in ORACLE system before end of the year.
- Accepts, rejects, create, and closes all data in TMA and other databases. Generates Preventive Maintenance work orders for the maintenance staff in facilities.
- Assists with maintaining budget for the three facilities management accounts; building management, custodial, and grounds.
- Acts as customer representative, receiving all department calls and forwarding them to appropriate persons and assists with customer service to faculty, staff, and students for department.

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- Upkeeps maintenance on the TWU Vehicles (including oil changes, state inspection, fluid levels, fuel, engine lights, tire pressure, tire tread, seat belts, exterior damage, and cleanliness of the TWU vehicles, and assures insurance requisites are maintained.
- Performs wayfinding management (ensure signage reaches TWU sign maker, assure correct spelling; size, and physical placement of the sign.)
- Performs duties as locksmith for the Houston Campus (Responsible for making keys, installs and repins key cores, files and maintains all access control records (including key issuance, return, and keeping up-to-date lock records in addition to filing of keys in proper order in secured space designated for key security.)
- Assists custodians with setting up table, chairs, display boards, trash cans, and furniture for TWU functions.
- Assists with calling and meeting vendors and contractors to schedule work for the Houston campus.
- Responsible for accurate inventory data records, (P.O numbers, descriptions, locations, and assets number at the Houston Campus)
- Creates the Annual Consumable Report for FMC department in Houston.
- Coordinates surplus to the Denton campus or other TWU approved vendors who receives surplus.
- Assists FMC's Resource Property and Assets division in Denton with Annual inventory of all assets at the TWU Houston Campus.

ADDITIONAL DUTIES

- Assists with palletizing and loading/ unloading trucks.
- Assists with custodial and maintenance projects.
- Assists with receiving and signing for shipments received by Facilities Management.
- Updates training schedule list for all employees and prints for review.
- Performs all other duties as requested.

EDUCATION

Bachelor's degree preferred. Some college courses required.

EXPERIENCE

Three years of experience in general office clerical administration and a working knowledge of computers, application software, databases, filing systems, and/or general bookkeeping practices.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to pay strict attention to detail and be deadline-oriented.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to respond to emergency situations in a timely manner.
- Ability to effectively supervise employees on behalf of the department and maintain their timesheets.
- Ability to make rapid and accurate calculations.
- Ability to handle details independently and/or organize work efficiently.
- Ability to consistently demonstrate professional telephone and office etiquette
- Ability to understand Vehicles Maintenance instructions
- Ability to understand locksmithing (including pinning lock/core combinations) and asset management within a six (6) month period after employment begins.
- Ability to use a personal computer including university related software and email, efficiently utilize MS Office Suite, have an understanding of database management and entry techniques and software, and be able to use and train others to use office equipment effectively.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

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SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.