



Facilities and Safety Services Job Family: **Building/Facilities Coordinator Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity.

GENERIC JOB PROFILE SUMMARIES

| Building Coordinator II INDIVIDUAL CONTRIBUTOR | Building Coordinator III INDIVIDUAL CONTRIBUTOR | Building/Facilities Coordinator IV INDIVIDUAL CONTRIBUTOR | Building /Facilities Coordinator V INDIVIDUAL CONTRIBUTOR |
|--|--|---|---|
| | Perform/be able to perform most or all of the duties and responsibilities of the Bldg. Coord II level | Perform/be able to perform most or all of the duties and responsibilities of the Bldg. Coord. III level | Perform/be able to perform most or all of the duties and responsibilities of the Facil. Coord. I level |
| Assist with receiving mail and delivery to building occupants | Receive mail and make deliveries to building occupants | Oversee mail and deliveries for building occupants | |
| Move and set up furniture for classroom and special events | Coordinate with faculty and staff to perform furniture moves and setup for classroom and special events | Coordinate with faculty and staff to recommend furniture arrangement for special events; oversee furniture moves and setup for classroom and special events | Coordinate with faculty and staff to recommend furniture arrangement for special events; oversee furniture moves and setup for classroom and special events |
| Assist with inventories of space and furniture | Participate in and monitor inventories of space and furniture | Be responsible for inventories of space, furniture, and equipment | |
| Help to control access to building, keys, and security | Help to control access to building, keys, and security | Coordinate access to all buildings; monitor keys and security | Be responsible for building security and loss prevention |
| Assist with routine facility maintenance requests in accordance with Cornell processes and all applicable building codes | Receive and provide support for routine facility maintenance requests in accordance with Cornell processes and all applicable building codes | Respond and evaluate need for appropriate maintenance action for routine and emergency facility maintenance issues to promote accomplishment of work in accordance with Cornell processes and all applicable building codes | Evaluate and approve appropriate need for maintenance action; provide final recommendation to implement maintenance action work completion to promote accomplishment of work in accordance with Cornell processes and all applicable building codes |

| Building Coordinator II INDIVIDUAL CONTRIBUTOR | Building Coordinator III INDIVIDUAL CONTRIBUTOR | Building/Facilities Coordinator IV INDIVIDUAL CONTRIBUTOR | Building /Facilities Coordinator V INDIVIDUAL CONTRIBUTOR |
|--|--|--|--|
| Monitor building entrances for accessibility; ensure safety and security of the facility | Monitor building entrances for accessibility; ensure safety and security of the facility | | |
| | Provide support to building users for operation of the building's equipment and structure | Interface with building users about proper operation of all of the buildings' equipment and structures | |
| Routinely secure facility and exterior perimeter; perform daily walk-through and report any maintenance or security concerns | Routinely secure facility and exterior perimeter; perform daily walk-through and report any maintenance or security concerns | Submit required maintenance issues to Facilities Services | Plan, schedule, and oversee the daily operation and repair of buildings; provide final recommendation for implementation of maintenance work |
| | Be responsible for utility systems such as telephone, audio visual equipment and computer data interfaces | Be responsible for utility systems such as telephone, audio visual equipment and computer data interfaces | |
| | Assist with small planned and preventative maintenance activities | Coordinate small planned and preventative maintenance activities and associated facilities operations which may include procurement of furniture, equipment, and materials, monitoring expenditures and delivery | Coordinate planned and preventative maintenance activities and associated facilities operations; including securing and monitoring contractual agreements and identifying procurement needs while monitoring expenditures and delivery |
| | | Coordinate building environmental health and safety activities; notify staff of detailed maintenance disruptions | Monitor work of custodial, grounds and building maintenance staff, serve as liaison to central facilities services and environmental health and safety; prepare and notify staff of detailed maintenance disruptions |
| | | | Oversee and monitor vendors and outside workers as needed |
| | | | Prepare a variety of reports and administrative correspondence |
| May act as Unit Facilities Representative in accordance with University zone structure | May act as Unit Facilities Representative in accordance with University zone structure | May act as Unit Facilities Representative in accordance with University zone structure | May act as Unit Facilities Representative in accordance with University zone structure |

JOB FACTOR PROFILE TABLE

| FACTOR PROFILE | 10105 BUILDING COORDINATOR II, BAND B | 10106 BUILDING COORDINATOR III, BAND C | 10367 BUILDING/FACILITIES COORDINATOR IV, BAND D | 10368 BUILDING/FACILITIES COORDINATOR V, BAND E |
|---|--|--|--|--|
| MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY | High school Diploma or equivalent: up to 2 years or equivalent | High school Diploma or equivalent; more than 2 years and less than 4 years experience | Trade/Vocational/Technical School or equivalent; more than 2 years and less than 4 years experience. May be required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work. | Trade/Vocational/Technical School or equivalent; more than 4 years and less than 6 years experience. May be required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work. |
| IMPACT | Affect the immediate department | Affect the immediate department | Extend beyond department | Extend beyond department |
| CONTACTS - INSIDE | Assists others; Cooperation of task completion; Handle confidential information | Coordinate activities Contribute to group projects | Coordinate activities Contribute to group projects | Provide guidance or instruction |
| CONTACTS - OUTSIDE | Straightforward business Provide factual information Handle confidential information | Straightforward business Provide factual information Handle confidential information | Conduct somewhat complex business activities; Obtain involved information; Provide detailed response | Conduct somewhat complex business activities; Obtain involved information; Provide detailed response |
| CONTACTS - STUDENTS | Provide information or instruction on policies/procedures | Provide information or instruction on policies/procedures | Provide information or instruction on policies/procedures | Provide information or instruction on policies/procedures |

| FACTOR PROFILE | 10105 BUILDING COORDINATOR II, BAND B | 10106 BUILDING COORDINATOR III, BAND C | 10367 BUILDING/FACILITIES COORDINATOR IV, BAND D | 10368 BUILDING/FACILITIES COORDINATOR V, BAND E |
|--------------------------------------|--|--|--|--|
| SUPERVISION | None given | None given | Students, Temporaries, On-the job | Students, Temporaries, On-the job |
| COMPLEXITY | Entire field tasks | Focus on an entire field | Focus on an entire field | Focus on an entire field & on related areas |
| LEVEL OF DECISION MAKING | Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits | Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits | Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits | Responsible for making some decisions which require consideration of various criteria. Decisions are usually within limits |
| FREEDOM OF ACTION | General supervision Proceeds alone on regular tasks Refers questionable situations to the supervisor | Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress | General supervision Proceeds alone on regular tasks Refers questionable situations to the supervisor | Very general supervision Resolve most problems Accomplish most tasks alone Keep supervisor informed of progress |
| SUPPORT SKILLS – WRITING | Limited responsibility, OR is position's area of work | Provide standard responses to inquires | Provide standard responses to inquires | Provide standard responses to inquires |
| SUPPORT SKILLS – COMPUTER | Limited responsibility, OR is position's area of work | Use business and technical programs for data input or word processing to create documents or reports | Limited responsibility, OR is position's area of work | Use business and technical programs for data input or word processing to create documents or reports |
| WORKING CONDITIONS - PHYSICAL | Lift 20 to 50 lbs. | Lift 20 to 50 lbs. | Lift 20 to 50 lbs. | Lift 20 to 50 lbs. |

| FACTOR PROFILE | 10105 BUILDING COORDINATOR II, BAND B | 10106 BUILDING COORDINATOR III, BAND C | 10367 BUILDING/FACILITIES COORDINATOR IV, BAND D | 10368 BUILDING/FACILITIES COORDINATOR V, BAND E |
|------------------------------------|--|--|--|--|
| WORKING CONDITIONS - VISUAL | Normal concentration and visual attention | Normal concentration and visual attention | Normal concentration and visual attention | Normal concentration and visual attention |
| WORKING CONDITIONS - HAZARD | Chemical/substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices | Chemical/substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices | Chemical/substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices | Chemical/substances requiring careful use. Handling of animals or mildly toxic plants. Equipment requiring close attention, including extensive computer use. Some use of protective devices |