# **Cornell University Staff Compensation Program Generic Job Profile Summaries**

### **Compensation Services**

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## 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
	Approximate Square Footage: up to 80,000 Number of Building: Functional area and/or Department Complexity: Low complexity	Approximate Square Footage: 80,000-100,000 Number of Buildings: Functional area or 1-2 Departments Low to medium complexity Perform/be able to perform most or all of the duties and responsibilities of the Building Coordinator II level	Approximate Square Footage: 100,000 – 250,000 Number of Buildings: Multiple buildings Complexity: Medium to high complexity and visibility  Perform/be able to perform most or all of the duties and responsibilities of the Building Coordinator III level	Approximate Square Footage: over 250,000 Number of Buildings: Multiple buildings Complexity: Highly specialized and complex with high visibility Perform/be able to perform most or all of the duties and responsibilities of the Building/Facilities Coordinator IV level
Maintenance	Assist with routine facility maintenance requests and utilize electronic ticket systems in accordance with Cornell processes and all applicable building codes	Receive and provide support for routine facility maintenance requests and utilize electronic ticket systems 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 and utilize electronic ticket systems; prioritize and promote completion of work in accordance with Cornell processes, all applicable building codes while advocating for a timely response to meet customer needs.	Identify cause of maintenance incidents and emergency facility issues and hazards utilize electronic ticket systems; evaluate and partner with Central Facilities and vendors to explore corrective action options, implement emergency response plans/systems.
			Prioritize and promote completion of work in accordance with Cornell processes, all applicable building codes while advocating for a timely response to meet customer needs.	Prioritize implementation of work in accordance with Cornell processes and all applicable building codes; advocate and re-prioritize requests based on customer needs while coordinating with service with building occupants, shops, labs and vendors.

*Updated 1/2023* 

	Building Coordinator II INDIVIDUAL CONTRIBUTOR	Building Coordinator III INDIVIDUAL CONTRIBUTOR	Building/Facilities Coordinator IV INDIVIDUAL CONTRIBUTOR	Building /Facilities Coordinator V INDIVIDUAL CONTRIBUTOR
		Provide support to building users for operation of the building's equipment and structure.	Interface with building users and stakeholders about proper operation of the buildings' equipment and structures.	Interface with building users, stakeholders and leadership to provide recommendations regarding proper operation and set-up of buildings' equipment and structures.
		May coordinate utility systems such as telephone, audio visual equipment and computer data interfaces.	May provide building information and recommendations related to placement of utility systems such as telephone, audio visual equipment and computer data interfaces.	Provide building information and recommendations related to placement of utility systems such as telephone, audio visual equipment and computer data interfaces.
	Move and set up furniture for classroom and special events.	Coordinate with faculty, staff and Central Facilities to schedule and/or perform furniture moves and setup for classroom and special events.	Coordinate with faculty, staff and Central Facilities to recommend furniture arrangement for special events; oversee furniture moves and setup for classroom and special events.	Coordinate with faculty, staff and Central Facilities to recommend furniture arrangement for special events; oversee furniture moves and setup for classroom and special events.
			Be knowledgeable of union trades and justification of applicable duties, stay abreast of contract trade work while ensuring compliance with collective bargaining agreement.	Apply functional knowledge and awareness of union trades and justification of applicable duties and service contracts, stay abreast of contract trade work while ensuring compliance with collective bargaining agreement.
Building Systems			Working level familiarity with semi-complex building systems, possess the knowledge to respond to issues and share system information.	Possess working level familiarity with complex building systems, must possess the knowledge to respond to issues and share system information.
Communication		Ensure maintenance issues are brought forward and building occupants are keep up-to-date.	Anticipate building and space impacts and provide timely customer service and informational updates with affected parties.	Act as liaison between building occupants and Central Facilities and vendors, anticipate building and space impacts and provide timely customer service and informational updates with affected parties.
	Provide customer service and notify occupants of pending issues.	Provide customer service, ensure occupant issues are referred to supervisor; notify occupants of pending issues.	Act as liaison for building occupants, provide timely customer service and ensure customer is apprised of maintenance/project status.	Act as liaison for building occupants, provide timely customer service acting as an advocate for occupants while anticipating impacts and sharing information with affected parties.
Building			Working level familiarity with semi-complex	Working level familiarity with complex building

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Security			building systems, possess the knowledge to respond to issues and share system information.	systems, must possess the knowledge to respond to issues and share system information.
	Assist with control access to building, keys, and security	Assist with control access to building, keys, and security	Coordinate access to all buildings; monitor keys and security in partnership with University Card Access based upon pre-determined building security levels.	Act as liaison with Cornell University Police Department and University Card Access to administer building security and loss prevention, advise on best practices.
	Routinely secure facility, exterior perimeter, and entrances for accessibility; perform daily walk-through and report any maintenance or security concerns to ensure safety and security of the facility.	Routinely secure facility, exterior perimeter, and entrances for accessibility; perform daily walk-through and report any maintenance or security concerns to ensure safety and security of the facility.	Routinely secure facility, exterior perimeter, and entrances for accessibility; perform daily walk-through and partner with Central Facilities to address any maintenance or security concerns while ensuring the safety and security of the facility.	Routinely secure facility, exterior perimeter, and entrances for accessibility; plan, schedule, and oversee the daily operation and repair of buildings; address issues arising from daily walk-through of facility and exterior perimeter; provide final recommendation for implementation of maintenance work to ensure the safety and security of the facility.
Projects		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.
			Ability to understand contract management, purchase orders and university project approval processes.	Ability to understand and apply contract management, purchase orders and university project approval processes.
Inventory	May assist with inventories of space and furniture.	Participate in and monitor inventories of space and furniture.	Responsible for inventories of space, furniture, and equipment.	Responsible for inventories of space, furniture, and equipment including building standards/specifications, may coordinate and administer documentation of warehouse inventory.
Safety			In partnership with environmental health and safety, may notify staff of detailed maintenance disruptions.	Monitor work of custodial, grounds and building maintenance staff and reinforce building cleanliness expectations, serve as liaison to central facilities

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				services and environmental health and safety; prepare and notify staff of detailed maintenance disruptions.
				Oversee and monitor vendors and outside workers as needed
Reporting				Prepare a variety of reports and administrative correspondence which may include ticket request reports and building system metrics used to inform decision making.
	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
Mail Duties	May assist with receiving mail and delivery to building occupants.	May receive mail and make deliveries to building occupants.	May oversee deliveries for building occupants, possess knowledge of risks and policies.	May oversee mailroom and deliveries possessing an in-depth knowledge of risks and policies to ensure compliance with receipt of deliveries which may include chemicals, etc.

### **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 and up to 2 years relevant experience or equivalent combination	High school Diploma and 2 to 4 years relevant experience or equivalent combination	Trade/Vocational/Technical School and 2 to 4 years relevant experience or equivalent combination. May be required to demonstrate proficiency of knowledge of University policies and procedures surrounding project work.	Trade/Vocational/Technical School and 4 to 6 years relevant experience or equivalent combination. 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

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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	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	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	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	Use business and technical programs for data input or word processing to create documents or reports
WORKING CONDITIONS - PHYSICAL	Lift 20 to 50 lbs.			

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WORKING CONDITIONS - VISUAL	Normal concentration and visual attention			
WORKING CONDITIONS - HAZARD	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.	Variable working conditions including exposure to conditions which require handling of animals or mildly toxic plants; chemicals or substances requiring careful use; or equipment requiring close attention. Safety gear may be required.