



## Job Description

**Job Title: Facilities Support Services Coordinator**

**JTC: P59**

**Salary Range: N04**

**FLSA: Non - Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Coordinate the functions and services provided by facilities support contractors, custodial, shipping and receiving, and physical inventory functions.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Advanced knowledge of cleaning techniques and procedures, and of inventory control principles and methods. Display skills understanding shipping and receiving, inventory and mailroom duties. Ability to learn quickly and troubleshoot issues independently.

Knowledge of personal computer to work with office software/hardware and system applications. Ability to analyze internal processes and recommend and implement procedural or policy changes to improve operations.

Demonstrate an ability to maintain strong working relationships with all other staff members and clients. Able to monitor the facility to ensure that it remains safe, secure, and well-maintained. Ability in working with vendors and services contractors.

Ability to plan, assign, and/or supervise the work of others; and to plan, organize, and coordinate work projects. Ability to coordinate multiple projects with competing priorities, meet deadlines and project plans with short- and long-term end dates.

Ability to communicate effectively and courteously with individuals from diverse backgrounds. Strong knowledge and experience providing effective customer service.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 50 pounds.

### MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma and two (2) years of experience \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Acts as a resource person relating to facility support functions of the department. Performs office functions including, accounting, and record keeping, maintaining department files, updating records, verifying documents, processing forms, and performing related calculations

Assists with building maintenance, operations, receiving and shipping and configuring layout of office and furniture, personal computer software and hardware.

Ensure contractors complete scheduled work. Responsible in working with clients to coordinate purchase of furniture for campus.

Monitors and checks the work of contractor's crews such as waste disposal, recycling, and other duties as assigned. Follows safe work practice and procedures and applies applicable codes and energy conservation. Maintains inventory of custodial and office supplies.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*