THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title: Facilities Coordinator

Title Codes
04834 Annual (Full-time)

Competitive Class title

FLSA Status: Exempt

Date Issued: May 22, 2007

General Duties and Responsibilities

Studies, evaluates, and analyzes space utilization and requirements, consistent with the environmental and program needs of the CUNY location(s) being served. Performs consultative services, develops specifications for appropriate furniture and equipment, and oversees installation. May utilize related technology and computer systems in performance of job duties.

There are two Assignment Levels in this title (Level 1 and Level 2) representing work of varying degrees of difficulty and responsibility. All personnel perform related work.

This specification describes typical assignments for this title; related duties may be assigned as needed.

Qualification Requirements

Assignment Level 1

A baccalaureate degree from an accredited college and one year of related full-time experience (as described below), OR a four-year high school diploma or equivalent and four years of related full-time experience. College education may be substituted for up to four years of experience on the basis of 30 semester credits for one year.

Related experience includes work involving responsibilities such as: evaluation and layout of space in buildings and other structures similar to those in an educational institution, experience in projects requiring knowledge of construction needs, costs, and building standards, developing and interpreting schematic layouts, and installation of technology such as computer and telecommunications systems.

Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks.

A Motor Vehicle Driver’s License, valid in the State of New York, may be required for some, but not all, positions.

Assignment Level 2

In addition to the requirements for Assignment Level 1, two additional years of related full-time experience as described above. A graduate degree in a related discipline may be substituted for the additional years of experience.

Direct Lines of Promotion

From: None.  
To: None.
General Work Tasks

**ASSIGNMENT LEVEL 1**
Under general supervision, with latitude for independent initiative and judgment, evaluates space requirements, considering the environmental and program needs of the location being served. Conducts field surveys to review and inspect CUNY facilities, obtains relevant data to evaluate current and future facility requirements, interprets organizational plans, and communicates with those who occupy and/or use facilities.

Performs studies of existing space and space layouts to determine opportunities for more effective and efficient utilization. Meets with College personnel to survey, assess and identify specific program needs. Prepares reports and makes recommendations regarding space requirements. Develops computations and schematic layouts to reflect recommendations, using appropriate technology and standards. Provides input to, and accepts input from, specialists such as interior designers, architects, engineers, and technologists. Adheres to relevant Federal, State, and City laws, as well as codes and standards that apply to interior spaces.

Makes recommendations regarding the replacement, repair, or redeployment of furniture and related equipment. Adhering to procurement policies, develops specifications for bidding and cost estimates leading to the purchase of new furniture and equipment. Creates work orders to define requirements for related improvements such as painting and carpentry work. Assists procurement personnel in completing the purchasing/contracting process.

Oversees installation of furniture, finishes, and equipment. Coordinates the work of dealers/suppliers, trade workers, consultants, contractors, vendors, and College personnel. Coordinates details of relocation of personnel, equipment, and materials. May provide input to, and assist, the Project Manager or General Contractor in projects involving construction. Prepares and presents progress reports.

Maintains inventories and records regarding space utilization in a CUNY location, as well as furniture, equipment, artwork, and public fixtures within these spaces.

Utilizes computer systems including office productivity, architectural design and drawing, facilities management, inventory control systems, in the performance of duties.

**ASSIGNMENT LEVEL 2**
In addition to performing the work in Assignment Level 1, performs the following with limited supervision and considerable latitude for independent initiative and judgment:

Performs work in highly specialized and/or complex College environments, such as laboratories, media centers, and computer facilities.

Creates College- or Unit-wide space management plans, considering future needs as well as growth and economic factors. Collaborates with functional experts (i.e., Technology, Security, Maintenance) to understand issues, trends, and requirements. Prepares management reports summarizing conditions, needs, and plans.

Researches, and provides input to management on, best practices and trends in space management. May develop local standards for space utilization, signage, furniture, and fixtures. Interprets CUNY-wide and external standards; communicates standards to the College or unit.