

Wright State University
CLASSIFIED JOB SPECIFICATION
Facilities Design Coordinator

I. JOB INFORMATION

Job Title: Facilities Design Coordinator (CS 04)

Job Class: 51111 FLSA Status: Non-Exempt

II. JOB SUMMARY

Under direction oversees minor construction projects and ensures facilities are maintained to an acceptable standard.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- Coordinates minor office and lab renovations. Uses floor plans and construction drawings to oversee the project from demolition to completion.
- Coordinates department and equipment moves. Assists researchers with specific maintenance requests for lab needs. Coordinates data and telephone connections for new or relocated personnel. Advises staff on policies for room access.
- Monitors building maintenance through building inspections, initiates and tracks work orders.
- Maintains and reconciles departmental budgets, processes forms and maintains records.
- Works with departments on Space and Capital Inventory. Initiates, processes and maintains surplus inventory, and assists in locating missing inventory.

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and three years of related work experience OR, two years of post-secondary education and one year of (FT) related work experience OR, a bachelor's degree in a related field and six months of (FT) related work experience.

V. WORKING CONDITIONS

VI. WSU TESTING/EXAMINATIONS REQUIRED

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

VIII. JOB SERIES

51100

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.