

Class Code:.....0423
Position#: (PSA) .. (E) 6281
Developed by:.....SG;DP
Reviewed by:.....LK;DLJ
Approved by:.....LK
Date:.....02/98;02/18

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, NBC/Facility Operations
DIVISION: Academic Affairs - (Graduate School of Oceanography)
REPORTS TO: Director, NBC Facilities
GRADE: 12
SUPERVISES: Supervise shop staff

BASIC FUNCTION:

Coordinate assigned resources to conduct operations and preserve the physical integrity of the URI Narragansett Bay Campus (NBC.) Maintain, repair, renovate, and improve Bay Campus buildings and research facilities and their associated mechanical, electrical, and control systems. Maintain Bay Campus roads, grounds, and infrastructure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspect buildings, grounds, and utilities for safety, repair, maintenance, and accessibility. Initiate responsive actions as required. Implement routine preventative maintenance schedules. Explore long-term solutions to systemic facility problems. Manage job requests submitted by campus staff.

Direct task completion through coordination, scheduling and supervision of shop staff. Initiate personnel action forms and maintain vacation and sick leave files. Review and sign time sheets and other personnel forms. Participate in employee selection process.

Review shop inventories and procure supplies and equipment. Manage service contracts and coordinate dealings with outside contractors. Plan, implement, and control budget to ensure that operations are within fiscal constraints.

Maintain documentation of existing structures and associated systems. Establish and maintain a library of all relevant prints, plans, specifications, and operations and maintenance manuals. Update documentation as required. Ensure compliance with all federal, state, and local regulations.

Serve as liaison between campus staff and URI Capital Projects staff, as well as assigned architects, engineers, contractors, and utility company representatives involved in new construction or major renovations. Monitor progress of such projects.

Coordinator, NBC/Facility Operations (0423)

Page 2 of 2

Participate in planning and design for renovated or upgraded facilities. Assist in determining physical plant requirements necessary to carry out research activities, education and outreach programs. Gather information for and participate in annual URI Asset Protection Program planning and implementation at the Bay Campus.

As resources permit, support the Bay Campus research mission by assisting research staff (including research vessel personnel) with fabrication, maintenance, and improvement of dedicated research facilities.

Operate and maintain the NBC sewage pumping station and potable water pumping and distribution system.

Coordinate landscaping and grounds work including roads, walks and stairs, parking lots, gardens, lawns, storm drains, snow removal, and sanding.

Coordinate operation and maintenance of the NBC vehicle pool.

Coordinate the transportation of mail, supplies, and equipment for all campus tenants.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; construction codes and practices and Computer-aided Design and Drafting (CAD) programs.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of five years' of experience in physical plant operation and maintenance; Demonstrated knowledge of construction codes and practices; Demonstrated ability to read building drawings and specifications; Demonstrated understanding of building's mechanical, electrical, and computerized HVAC control systems; Demonstrated experience with computer automation and solid state controls; Demonstrated computer skills (i.e. word processing, spreadsheet, CAD programs, etc.); Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; and Demonstrated ability to work with diverse groups/populations.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.