

Job Code: 101579
Position #: PSA (E)
Developed by:CW
Reviewed by: DLJ
Approved by:LK
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**UNIVERSITY OF RHODE ISLAND
POSITION DESCRIPTION**

TITLE: Coordinator, Operations (CELS Kingston Facilities)

DIVISION: Academic Affairs (College of the Environment and Life Sciences)

REPORTS TO: Dean, College of the Environment and Life Sciences

GRADE: 11

SUPERVISES: Professional staff, Student workers; Contractors

BASIC FUNCTION:

Responsible for the operation and maintenance of laboratories, teaching rooms, facilities and equipment in the Center for Biotechnology and Life Sciences, Coastal Institute (Kingston), and Woodward Hall in the College of the Environment and Life Sciences. Assist contract clients in maintaining new and existing facilities and ensure the equipment and facility are in a state of compliance. Assist faculty and students in carrying out teaching, research, and laboratory activities under the strictest of confidentiality.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct the day-to-day operation of the facility. Ensure the facility is operationally ready and maintained for research and teaching requirements. Ensure the facility and operations within it are safe. Prepare, maintain, and audit safety and security plans in compliance. Ensure that all documentation, records, equipment histories, drawings, and manuals for the facility and equipment are up to date, accessible and able to be easily audited. Perform and assist with troubleshooting, deviations, and investigations, as requested.

Procure and maintain inventory of equipment and supplies necessary to perform work. Ensure the equipment and facility are in working order for research and teaching and maintained in a state of compliance, including: performing repairs on equipment, providing support for

numerous instruments; identifying need for new equipment, science support, and upgrades to the facilities.

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 service contracts and coordinate dealings with outside contractors.

Serve as liaison between the college and contractors and facilities staff involved in new construction or repairs. Monitor progress of such projects.

Conduct work in a professional and confidential manner.

Understand facility management, project execution logistics and the general conduct of scientific work. Exercise sound independent thinking and reach appropriate conclusions with little direct supervision or oversight. Document all work in batch records, equipment logs, laboratory notebook(s) or other acceptable forms. Summarize work and report status and issues in a timely manner.

Serve as the secondary contact concerning the college vehicle fleet (passenger vans and minibus) and operations which includes assisting with the planning, directing, managing, coordinating, and supervising the assignment, utilization, maintenance, repair, replacement, and disposal of fleet vehicles.

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

Supervise staff, as required, and oversee contractors performing work within the facility.

Make decisions that will have a direct effect on the safety of the facility and equipment, as well as the quality and quantity of the services provided to scientific research and teaching.

Since this position is defined as essential personnel, must report to designated work location to ensure the operation of essential functions or departments during potential power outages (collaborate with facilities to obtain and place emergency generators) or an emergency, as determined by the University, or when the business has suspended operations.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other related duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing and spreadsheet software. Microsoft Office. Personal protective equipment. Must be able to respond to emergencies (i.e., on-call.) Must possess a commercial driver's license (CDL) with passenger endorsement or be able to obtain one within 12 months of appointment.

ENVIRONMENTAL CONDITIONS:

This position may be exposed to chemicals, steam, pressurized vessels, and rotating equipment.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum five years' work experience in facilities, business, or educational management; Demonstrated familiarity with Hands on Mechanical Ability (including hands-on mechanical experience with tools); Demonstrated ability to use personal protective equipment, as required; Demonstrated computer skills (including Excel, Word and PowerPoint); Demonstrated supervisory experience; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency with written communication skills; and, Demonstrated ability to work with diverse groups/populations. Must be able to work weekends and holidays, as necessary. Must be able to respond to emergencies (i.e., on-call.) Must possess a commercial driver's license (CDL) with passenger endorsement or be able to obtain one within 12 months of appointment.

PREFERRED: Master's degree; and, Demonstrated prior knowledge and experience working in a scientific research and teaching environment.

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