



HUMAN RESOURCES

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FACILITIES SPECIALIST (2 POSITIONS)

POSITION REFERENCE NUMBER: 10323-118

GENERAL FUNCTION

The Facilities Specialist serves as the primary coordinator of the workforce for Facilities Services. This position reports to the Assistant Director or Manager, depending on department needs. The incumbent will positively represent the University to all guests and University Staff/Faculty. The Facilities Specialist will provide necessary support service for all internal and external University related events. This position is a working supervisor for grounds, environmental services and event support for Facilities Services. This position will utilize department labor resources to assist in these duties. The position requires a high degree of accountability, ownership for work and ability to complete work within set schedules/quality parameters.

This position may be required to work during University closing and delays.

RESPONSIBILITIES

1. Under the direction of the Assistant Director of Conference & Facility Services (CFS) or Manager; provides oversight of facility services for all areas that the Facilities Department supports.
2. Manages resource allocation to ensure delivery of service, and ensuring the final deliverables meet the quality expectations and contractual obligations of the client.
3. Extracts information from KX for planning purposes.
4. Works with and coordinates with University services and departments.
5. Resolves and/or escalates issues in a timely fashion.
6. Be able to perform Environmental Services Tech (EST) duties as required.
7. Prioritizes work by interfacing with assigned manager and other members of the department to meet deadline and determines appropriate workload.
8. Provides continuous customer service.
9. Provides assistance to conference groups and summer camps during the summer months.
10. Maintains equipment/furniture inventory and storage rooms.
11. Reports any necessary maintenance needs to the Operations Center.
12. Oversees facility services during events.
13. Moves furniture and completes set-ups and tear-downs for University functions and outside rental groups as needed or required.
14. Assist with athletic game day event needs including but not limited to set ups, locker room change overs, painting, field prep, etc.
15. Coordinates and supervises full and/or part-time employees and remains in constant contact with the assigned manager regarding any issues.
16. This position will drive on behalf of the University.

MINIMUM QUALIFICATIONS

1. Associate's Degree or equivalent work experience.
2. Valid PA Driver's License.



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3. Ability to work flexible shifts, holidays and weekends.
4. Ability to work during University closings.
5. Ability to provide customer service to students, faculty, staff, clients (internal/external), vendors, and public attendees.
6. Experience operating computer programs, such as Microsoft applications, event scheduling software and ability to apply these programs to job performance.
7. Experience in field maintenance and painting, ability to operate equipment; tractors, skid loaders, and trucks is required for some Facilities Specialist positions.
8. Overtime is required as needed; vacation approval may be limited during peak activity periods.
9. Ability to work in a fast paced environment with diverse groups ranging from summer camps, corporate executives, RMU athletics, political representatives, etc.
10. Supervisory experience preferred; excellent written, verbal and interpersonal skills required; ability to interact with all levels of staff and management.
11. Ability to make quick decisions providing good judgments.
12. Ability to prioritize and to handle multiple projects simultaneously.
13. Ability to receive work orders verbally or in writing, ability to work well with co-workers.
14. Ability to bend, stoop, lift, climb ladders, or scaffold, remain standing and walking for long periods of time, ability to lift heavy objects; ability to lift up 50 pounds regularly.
15. Ability to solve problems with event issues and maintain high level of customer service and professionalism throughout the process.
16. Ability to work without direct supervision.
17. Must work outside in all types of weather, at times in unpleasant areas, must clean spills of various substances including bodily fluids.
18. Excellent organizational, customer service and communication skills.
19. Professional presentation and work ethic.

OTHER INFORMATION

Exemption Status: **Non-Exempt**

Post Date: **July 21, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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