

## Building Operations Coordinator

**Job Code:** 6594

**Salary Grade:** S09

**FLSA Status:** Non-Exempt

*The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.*

### Duties and Responsibilities

Coordinates building operations and facility maintenance.

- Coordinates maintenance of facilities and infrastructure including equipment.
- Monitors building and infrastructure systems and provides response to emergencies and equipment failures.
- Performs preventative maintenance and minor repairs to equipment and systems.
- Serves as the building safety coordinator and provides response to emergencies and equipment failures.
- Helps determine needed upgrades and repairs.
- Assigns and coordinates work projects. Coordinates with internal and outside repair and construction vendors and assures that their work is completed in a timely fashion and according to specification.
- Determines maintenance policies and procedures and ensures that maintenance staff are trained to observe established standards.
- Performs record keeping operations, making changes to existing records, including computerized records.
- Serve as maintenance expert on special projects related to new construction and renovations.
- Performs various duties as needed to successfully fulfill the function of the position.

### Minimum Qualifications

**Education:**

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 72 months of related experience.

**Experience:**

Required: 24 months of professional building management/facilities experience.

**Certifications or Licenses:**

- Valid Driver's License

**Verification of education and licensure (if applicable) will be required if selected for hire.**

### Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty and staff
- Proficient in Microsoft Office
- Able to supervise staff and communicate directions and expectations effectively
- Strong ability to lead project teams
- Detail oriented for accuracy of data and information
- Highly organized and able to handle multiple projects and deadlines
- Strong initiative to solve problems
- Able to work well with interdepartmental teams and initiatives
- Basic knowledge and understanding of various HVAC systems and their components, as well as electrical systems, plumbing, carpentry, and painting
- Knowledge of building maintenance tools, equipment, supplies and materials and be able to use tools or equipment utilized in building maintenance with expertise

### Working Conditions

**Physical:**

Regular requirement for standing, walking, stooping, bending and climbing. Ability to lift and move a minimum of 50 lbs.

**Environment:**

Occasional exposure to temperature changes, wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals.



JOB DESCRIPTION

*The* UNIVERSITY of OKLAHOMA

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