State College of Florida, Manatee-Sarasota
Job Description

Job Title: Facilities Project Coordinator/Designer
Reports to: AVP Facilities Planning & Management
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
This position is responsible for assisting the Department in the coordination of construction activities, and interior finishes, fixtures and equipment for capital improvement projects.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Coordinates construction, remodel and renovation projects with other staff.

2. Coordinates facilities projects and acts as liaison with architects and engineering professionals and users to plan and prepare project programs, initial construction budgets and educational specifications in accordance with state guidelines and the Florida Building Code.

3. Assists in coordinating and reviewing cost estimates, bid packages and technical documents associated with renovation, remodeling and new construction.

4. Plans layouts of interior spaces for projects and coordinates with all levels of administration and faculty.

5. Provides cost estimates and prepares purchase orders for bidding of finishes, materials, furniture, and cabinetry and makes selections for same.

6. Coordinates interior design with outside architects on all construction projects.
7. Reviews plans and specifications for major construction projects to ensure compliance with college standards.

8. Reviews and approves shop drawings and submittals.

9. Inspects construction projects and coordinates with contractors on all interior finishes.

10. Develops and maintains equipment lists and budgets for construction projects.

11. Oversees delivery and set-up of furniture and equipment.

12. Assists in the development of educational specifications (EDPECS).

13. Plans, orders and updates all interior signage college wide.

14. Assists with planning of in-house construction projects as required.

15. Coordinates all major relocation of offices or programs within college.

16. Assists the department in special projects and related research.

17. Performs other related duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from four-year College or University in Architecture or Interior Design, Architectural Engineering, Construction or related field or the equivalent, and five years related experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
• **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

• **Computer Skills:**
  Working knowledge of AUTOCAD, Word, Excel, Outlook and Internet software.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
Provides services of programming, space planning, interior design and appropriate furniture, equipment and finish selection for a variety of projects college wide.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with all levels of SCF administrators, faculty and staff.

• **External Contacts:**
  This position has routine contact with design firms and state D.O.E.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Occasionally exposed to wet or humid conditions (non-weather), work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals and outdoor weather conditions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, use manual dexterity, reach with hands and arms, talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl, taste or smell, and lift up to 25 pounds. Special vision requirements include close, distance, color and peripheral vision, depth perception and ability to adjust focus.
**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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