

PPAI JOB DESCRIPTION

FACILITIES COORDINATOR (Updated 12/19/18)

Brief Summary of Position (describe what a successful, well done job looks like)

Coordinates facilities management operations and future needs. Establishes procedures for maintenance, repair, and replacement of systems. Performs daily facility operations & general repair work of building needs. Oversees & coordinates construction/repair.

Reporting Structure

Title of reporting manager: Director of Finance & Administration

Department: Finance

Job Status

FLSA Status (Exempt / Non-Exempt): **Non-Exempt**

Compensation (Hourly / Salary): **Hourly**

Job Status (Full-Time /Part-Time /Temp): **Full-Time**

Daily Schedule (Start time Flexible / Not Flexible): **Not Flexible**

Work Location: Position must work from **HQ location**

Job Discretion

How many people does this position supervise: -0-

Does this position have disciplinary responsibilities: No

Does this position have hiring / termination responsibilities: No

Does this position have evaluation responsibilities: No

Essential Functions and Key Responsibilities:

1. Assist Director with creating facility budgets & plan facility improvements
2. Oversees building plans, policy, procedures & grounds maintenance
3. Oversees facilities opening and lock-down
4. Oversees janitorial crews & monitors cleanliness of building
5. On Call 24/7 for all emergency notifications (if Determined by Manager)
6. Oversees postal and shipping operations
7. Oversees Dock receiving & shipping (Pallet preparation & take down)
8. Maintains mailroom equipment, storage area and off-site storage
9. Maintains inter-departmental billing of monthly postage& FedEx report.
10. Maintains monthly billing of FedEx & other vendor charges
11. Coordinates departmental supplies orders

Non-Essential Functions or Responsibilities (5-7 important, but not critical points):

1. Customer Service Oriented
2. Perform general repairs on building and equipment
3. Make presentations on safety and building procedures

Association Wide Responsibilities & Values (expectations of everyone)

1. Provide honest & ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports & communications for all audiences both internally & externally.
3. Provide high-quality products, reports, communications & projects for all audiences internally & externally.
4. Be fair, consistent, responsive & supportive of manager, leaders, staff, board members, members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable, honest & responsible for your career success, actions, influence & impact upon the organization as a whole.
7. Foster cultural values, mission & overall organizational guidelines of PPAI.

Education Requirements for Enter Position

| School/Certification Authority | Degree/Certification | Major/ Minor |
|--------------------------------|----------------------|-------------------|
| High School | | |
| Community College | Associates | Office Management |
| | | |

Experience Requirements

| Type of Work | Years of experience | Depth of Experience | Other Details |
|------------------------------|---------------------|---------------------|---------------|
| Office Management Facilities | 4 | Overall knowledge | |
| Mailroom activities | 4 | Postal Regulations | |
| Light Office Maintenance | 4 | | |
| | | | |
| | | | |

Knowledge, Skills and Abilities

| KSA's | Years of experience | Depth of KSA's | Other Details |
|------------------------------|---------------------|---|---|
| Microsoft Office | 4 | General overall knowledge | Excel |
| Communication verbal written | 4 | Effectively communicate | |
| Planning or Organizational | 4 | Event planning chart activities | |
| Flexible work hours | | | |
| Lifting | | | Freight Delivers require lifting loads 75 lbs |
| Postal Regulations | 4 | General knowledge of rates new policies, Fed Ex systems | |
| | | | |

PPAI,
 3125 Skyway Circle North, Irving TX 75038
 972-258-3086, Fax 972-258-3002
 Equal Opportunity Employer

Physical Requirements:

- *Sitting: 50%
- *Standing 30%
- *Lifting 10% up to 50 lbs
- *Pushing/Pulling 5%
- *Bending/Stooping 5%
- *Extended work hours, as needed

Work Environment:

- *Office environment 100%
- *Temperature controlled 100%