



PROFESSIONAL POSITION DESCRIPTION

Position Title: Facilities Coordinator

Department: Facilities

Schedule: Monday through Friday, 8:00 am to 5:00 pm, with evenings and weekends as needed

Work Year: Full-time, Fiscal Year

Reports to: Director of Facilities Management

STATEMENT OF THE JOB: The Facilities Coordinator is responsible for supporting the operational, financial, and administrative functions of the UMA Facilities Department. This position plays a vital role in coordinating work orders, managing vendor relationships, handling procurement processes, monitoring budgets, maintaining records, and ensuring compliance with university policies and state regulations. The role requires strong attention to detail, excellent communication skills, and the ability to manage multiple responsibilities simultaneously in a fast-paced environment.

ESSENTIAL FUNCTIONS:

- Administer the AiM work order management system, including routing, reviewing, and tracking work orders.
- Coordinate and track contract renewals, Certificates of Insurance (COIs), and compliance documentation from contractors and suppliers.
- Manage procurement processes: create purchase orders (POs), track receipts, and submit invoices and change orders.
- Support capital project budgeting and invoice tracking in coordination with the Director of Facilities Management.
- Monitor and reconcile General Ledger accounts and assist with monthly and annual budget reports.
- Support annual fiscal year-end processes, ensuring timely processing of receipts and invoices.
- Serve as a liaison between Facilities staff and vendors for quotes, contracts, order tracking, and resolution of invoice discrepancies.
- Coordinate vehicle maintenance and manage WEX fuel card reporting and receipts.
- Oversee key issuance and access control systems, including programming badge access and maintaining key inventory databases.
- Assist with asset inventory and surplus property management in compliance with university guidelines.
- Support the job requisition process in Oracle by creating requisitions, tracking candidate progress, and coordinating with HR and hiring committees.
- Provide front-line administrative support: answering phones, managing mail, scheduling meetings/events, and maintaining vendor contact information.
- Facilitate emergency communications including snow day alerts, emergency alerts, safety reporting, and coordination with Risk Management.



Note: UMA reserves the right to change or assign additional duties as necessary.

SUPERVISORY RESPONSIBILITIES: No supervisory responsibilities.

BUDGET RESPONSIBILITIES: Monitors departmental budgets and expenditures, supports capital project accounting, coordinates with Finance and Accounts Payable, and assists in preparing financial reports.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong working knowledge of facilities operations, procurement, and work order systems
- Proficient in Microsoft Office, Google Docs, Zoom
- Excellent interpersonal and written communication skills
- Strong organizational and problem-solving abilities
- Ability to manage competing priorities and respond to urgent issues
- Familiarity with university policies and state procurement regulations
- Attention to detail and commitment to process accuracy

REQUIRED QUALIFICATIONS:

- Associate's degree in Business, Facilities Management, or a related field, or equivalent experience
- Minimum of three years of relevant experience in facilities coordination or office administration
- Experience with data entry, financial reconciliation, and vendor coordination
- Valid driver's license to travel to other campuses as needed

LICENSES/CERTIFICATIONS:

- OSHA 10 certification or ability to obtain within 12 months

DESIRED QUALIFICATIONS:

- Experience working in a university or institutional environment
 - Working knowledge of the AiM work management system
 - Experience with MaineStreet and other UMS systems
 - Knowledge of public procurement policies and contract administration
 - Familiarity with building access control systems and asset inventory tracking
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WORKING CONDITIONS:

The individual in this position should be able to perform in the following working conditions with or without accommodations:

- Most frequently work in moderate noise conditions in an indoor setting.
- Occasionally need to move about the office or campus to complete tasks.
- Occasionally be exposed to outdoor weather conditions when attending activities and events held outside
- Occasionally need to push, pull and lift objects



- Need to move/traverse to accomplish required duties, which occasionally may include climbing, balancing, stooping, kneeling, and/or crouching
- Consistently sit at a desk and operate a computer and other office equipment.
- Consistently use their fingers and hands for keyboarding and use of other office equipment.
- Frequently communicate with others in person, over the telephone, or through video conference.
- Is required to have close visual acuity to complete tasks.
- Occasionally exert up to 20 pounds of force and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

For Human Resources Use
Date Approved: 05/20/2025
Department Code: APPAA
Job Family: 10 - Facilities
Salary Band: 03
Unit: UMPSA
Position #: 00026396