**Facilities Coordinator** (FT)

Albany Technical College seeks a full-time Facilities Coordinator. Under general supervision of the Facilities Director, the Facilities Coordinator is responsible for the coordination, monitoring and completion of facility project initiatives associated within the assigned department. Major duties of the position include; fleet vehicle management, repairs, reporting, and scheduling communications, campus utility tracking maintained by building monthly and complied into annual reports for submission to TCSG, time and labor management for the department, coordination of campus key issuance and maintaining log book. He/she will support various software functions for the department to include Building Engines, ARI, TGM and Concur. The Coordinator will coordinate requests for room and building set ups, purchases for the department, night and weekend security requests, credit card purchases for the campus as requested and approved; Verizon accounts for PTT’s for the department staff. The Facilities Coordinator must possess knowledge of best practices and rules in a facility management setting, and have the ability to break larger tasks into manageable smaller tasks. He/she should have good oral and written communication skills, decision-making and problem solving skills, skill in the operation of computers and job related software programs, skill in accurate record keeping, organizational skills, and skills in interpersonal relations and in dealing with the public. There will be other duties as assigned.

**Minimum Qualifications:**  The candidate MUST have a Bachelor’s degree in a related field \*AND\* have two (2) years of related work experience. Note: Experience may substitute for a degree on a year for year basis.

**Preferred Qualifications:** The candidate should have 3 years of facilities coordination experience. Experience in Team Georgia Market Place(TGM), Concur, Building Engines and ARI.

**Physical Demands:** Must be able to lift and/or move up to 20 pounds, and be able to stoop, keel, crouch as required to complete tasks.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:**  The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity

employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**  Dorene Aquino, HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.6597 | **Equal Opportunity Officer:**  Lola K. Edwards, Office of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |