Job Title: Facilities Project Coordinator, Level 2 (Provisional)

Job ID: 24128

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Studies, evaluates, and analyzes space utilization and requirements, consistent with the environmental and program needs of the CUNY location(s) being served. Performs consultative services, develops specifications for appropriate furniture and equipment, and oversees installation. May utilize related technology and computer systems in performance of job duties.

- There are two Assignment Levels in this title (Level 1 and Level 2) representing work of varying degrees of difficulty and responsibility. All personnel perform related work.
- This specification describes typical assignments for this title; related duties may be assigned as needed.

ASSIGNMENT LEVEL 1

Under general supervision, with some latitude for independent initiative and judgment, evaluates space requirements, considering the environmental and program needs of the location being served. Conducts field surveys to review and inspect CUNY facilities, obtains relevant data to evaluate current and future facility requirements, interprets organizational plans, and communicates with those who occupy and/or use facilities.

Performs studies of existing space and space layouts to determine opportunities for more effective and efficient utilization. Meets with College personnel to survey, assess and identify specific program needs. Prepares reports and makes recommendations regarding space requirements. Develops computations and schematic layouts to reflect recommendations, using appropriate technology and standards. Provides input to, and accepts input from, specialists such as interior designers, architects, engineers, and technologists. Adheres to relevant Federal, State, and City laws, as well as codes and standards that apply to interior spaces.

Makes recommendations regarding the replacement, repair, or redeployment of furniture and related equipment. Adhering to procurement policies, develops specifications for bidding and cost estimates leading to the purchase of new furniture and equipment. Creates work orders to define requirements for related improvements such as painting and carpentry work. Assists procurement personnel in completing the purchasing/contracting process.

Oversees installation of furniture, finishes, and equipment. Coordinates the work of dealers/suppliers, trade workers, consultants, contractors, vendors, and College personnel. Coordinates details of relocation of personnel, equipment, and materials. May provide input to, and assist, the Project Manager or General Contractor in projects involving construction. Prepares and presents progress reports.

- Maintains inventories and records regarding space utilization in a CUNY location, as well as furniture, equipment, artwork, and public fixtures within these spaces.
- Utilizes computer systems including office productivity, architectural design and drawing, facilities management, inventory control systems, in the performance of duties.

ASSIGNMENT LEVEL 2

In addition to performing the work in Assignment Level 1, performs the following with limited supervision and considerable latitude for independent initiative and judgment:

Performs work in highly specialized and/or complex College environments, such as laboratories, media centers, and computer facilities.
Creates College- or Unit-wide space management plans, considering future needs as well as growth and economic factors. Collaborates with functional experts (i.e., Technology, Security, Maintenance) to understand issues, trends, and requirements. Prepares management reports summarizing conditions, needs, and plans.

Researches, and provides input to management on, best practices and trends in space management. May develop local standards for space utilization, signage, furniture, and fixtures. Interprets CUNY-wide and external standards; communicates standards to the College or unit.

**CONTRACT TITLE**

Facilities Coordinator

**FLSA**

Non-exempt

**CAMPUS SPECIFIC INFORMATION**

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with opportunities for successful future careers.

Reporting to the Director of Campus Planning, the Facilities Project Coordinator in addition to the General Duties will perform the following duties:

Receives and reviews requests for all internal space management needs through CSI's Project Request process. Provides feedback to management for approval of requests. Manages all internal space management requests including those in Building 6S Science Labs, Computer Labs, and Public Safety Command Center.

Works in collaboration with Department Chairs, Deans and Executive Management on all space management requests. Prepares management reports and Auto Cad drawings for space management requests. Researches and incorporates furniture, fixtures, and equipment in the planning process and seeks input from OIT, Campus Facilities, and Public Safety to ensure all areas are part of the planning process.

Inputs all approved projects into the Campus Planning project database using MS Access, updates the system frequently based on project timelines and deliverables.

Provides space management planning data and research using current CSI data housed in the Archibus system and public information on best practices in Higher Education, contacts vendors to secure quotes. Presents findings to Campus Planning Project Managers and upper management to ensure requests are within the College's scope and CUNY's standards.

Manages campus-wide signage updates and replacements both internally and externally, presents budget plans and signage specs based on CSI's style guide.

Work closely with CUNY and DASNY Facilities Representatives as necessary. Manages all private grant-funded RESO A and SAM Grant deliverables that are not construction-related.
Will assist Project Managers on an as-needed basis.

MINIMUM QUALIFICATIONS

ASSIGNMENT LEVEL 1

A baccalaureate degree from an accredited college and one year of related full-time experience (as described below), OR a four-year high school diploma or equivalent and four years of related full-time experience. College education may be substituted for up to four years of experience on the basis of 30 semester credits for one year.

Related experience includes work involving responsibilities such as: evaluation and layout of space in buildings and other structures similar to those in an educational institution, experience in projects requiring knowledge of construction needs, costs, and building standards, developing and interpreting schematic layouts, and installation of technology such as computer and telecommunications systems.

Demonstrated English language proficiency, including the ability to speak, read, write, and understand English well enough to meet minimally acceptable performance standards set for job tasks.

A Motor Vehicle Driver’s License, valid in the State of New York, may be required for some, but not all, positions.

ASSIGNMENT LEVEL 2

In addition to the requirements for Assignment Level 1, two additional years of related full-time experience as described above. A graduate degree in a related discipline may be substituted for the additional years of experience.

OTHER QUALIFICATIONS

- Experience with project management including scope development, project budget development, project estimating, project scheduling, and project documentation.
- Proficient in AutoCAD, MS Office and Project Management software.

COMPENSATION

New Hire: $68,919*
Incumbent: $77,880

*This amount reflects a 13% salary suppression in effect for the first 24 months of employment only.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “Job Title, Keywords” section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.

CLOSING DATE

**Reposting; previous applicants need not reapply.

June 2, 2022

JOB SEARCH CATEGORY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.