



ISEB Building Coordinator - 48252-1A

Updated: Jan 23, 2023

Location: Irvine-Campus

Job Type:

Department: Engr DO ISEB

Job Opening ID: 48252

Reports To: Assistant Dean

Working Title: ISEB Building Coordinator

Department: Engr DO ISEB

Bargaining Unit: 99

FLSA: Non-Exempt

Payroll Job Code: 005194

Job Location: UCI Campus- Irvine

Percent of Time: 100%

Work Schedule: 8-5

Employee Class: Career

Position Summary:

The Henry Samueli School of Engineering, along with its partners in the School of Physical Sciences, and the Donald Bren School of Information and Computer Sciences occupies the newly constructed Interdisciplinary Science and Engineering Building (ISEB), comprised of 205,000 gross square feet with a variety of space uses including administrative offices, shared spaces, advanced tech laboratories, and wet labs. While the ISEB Building Coordinator position falls under management of the School of Engineering, the Building Coordinator will support and coordinate ISEB building operations for all occupants.

Under the direction of the Assistant Dean for the Henry Samueli School of Engineering, the Building Coordinator oversees daily facilities and building organization for the Interdisciplinary Science and Engineering Building (ISEB) at the University of California, Irvine. The ISEB is comprised of faculty, staff, and students from The Henry Samueli School of Engineering, The School of Physical Sciences, the Donald Bren School of Information and Computer Sciences, and the School of Medicine. The ISEB Building Coordinator responds to the facilities, building management, and administrative operational needs of all occupants in the areas of and not limited to building concerns/repairs, space planning, renovations, lab/office moves, custodial/grounds services, deliveries, access, safety, and security, scheduling shared spaces, and planning/scheduling events. Performs short-and long-term administrative and facilities work and planning for the ISEB. Demonstrates good judgment in selecting methods and techniques for obtaining solutions. The Building Coordinator also works closely with our campus partners in Facilities Management/Central Plant, Environmental Health and Safety, Fire, and Procurement to ensure effective and efficient building operations and occupant safety. Applies campus

policies and procedures to resolve a variety of facilities management issues. Works on facilities management problems of moderate scope where analysis of situations or data requires a review of a variety of factors.

Key Responsibilities

List key functions and the estimated percentage of time spent performing each of the responsibilities. Indicate which responsibilities are considered "Essential" to the successful performance of the job as defined by the EEOC: "Essential functions are the basic job duties that an employee must be able to perform. You should carefully examine each job to determine which functions or tasks are essential to performance."

Example:

25% Essential Performs basic design, development, modification and debugging of software. Evaluates basic software for functional areas. Analyzes existing software or works to formulate logic for basic systems, prepares basic specifications and performs coding.

% of time	Essential Function (Yes/No)	Key Responsibilities (To be completed by Supervisor)
5	Yes	Works with management to coordinate and manage capital improvement projects with Capital Projects and actively participates on committees and / or meetings concerning capital improvements to departmental facilities. Works with onsite contractors and other vendors to coordinate work schedules, facilitate access, and track progress of work.
5	Yes	May act as Building Coordinator for organization emergency / disaster preparedness for assigned venues, serves as the communication liaison between organization service agencies and building occupants, and prepares building response plans and coordinates education and planning in this area for all building occupants.
5	Yes	Conducts regular periodic rounds to inspect areas for security, fire and accident hazards and takes appropriate action as required, including reporting infractions of fire and building codes, building rules and other building irregularities to management. Provide oversight/management of all inside and outside areas (ex. spills, skateboarders, breakage, repairs, kitchen appliances and photocopiers, elevators, colloquia, classrooms, auditorium, sawtooth areas).
10	Yes	Administers facilities and space logistics. manages and communicates equipment needs. Develops and implements procedures for supply inventory, coordination of shared spaces, etc.
5	Yes	Assists management in development of annual facilities budget.
5	Yes	Serve as "Department Access Key Controller" as defined by the UCPD Access Control Policy, maintaining accurate records of all access control activities, ensuring appropriate authority prior to issuing keys, ordering replacement keys as needed, recovering department keys from departing

		personnel, reporting any failure to recover access control keys to department management, and securely storing unassigned keys .
5	Yes	Coordinates maintenance and repair of building equipment.
5	Yes	Purchases supplies, conducts bid proposals and supervises small-scale renovation projects.
5	Yes	Reviews facility project drawings or plans and reports building need compliance, errors or omissions to management, organization personnel, and outside contractors.
5	Yes	Acts as representative for projects related to building facilities. Coordinates work crew/vendor activities to minimize disruption to building occupants.
5	Yes	May act as representative of organization safety committee, organization building emergency committee, and organization ergonomic program, and is responsible for departmental compliance with OSHA / EH&S regulations regarding state and organization policies and procedures, and works to implement safety and emergency preparedness policies and procedures with staff, including maintaining first aid supplies, fire extinguishers and other safety equipment.
25	Yes	Coordinates facilities aspects of calendar-based activities, develops, implements, communicates and maintains a shared space reservation system – including reservations, recharges, and contracts. Includes preparation and ensures clean-up of shared spaces, and AV assistance as needed. Supports users with setup/breakdown, and other event logistics
5	Yes	Acts as department equipment custodian through the equipment tracking system(s) and conducts department inventory controls, including processing and maintaining records of equipment insurance requests.
5	Yes	Coordinates and carries out department signage, display, and promotional needs.
5	Yes	With the appropriate professionals, assists in the design and updating of organizational website content, coordinates communications (ex. building monitor content).

Total Compensation:

In addition to the salary range listed below, we offer a wealth of benefits to make working at UCI even more rewarding. These benefits may include medical insurance, sick and vacation time, retirement savings plans, and access to a number of discounts and perks. Please utilize the links listed here to learn more about our [compensation practices](#) and [benefits](#).

\$25.57 - \$45.02 (hourly)

Department Website:

<https://engineering.uci.edu/>

Required:

2-3 years of experience – or a combination of education and experience - in building or facilities management.

Bachelor's degree in related area and / or equivalent experience / training.

Working knowledge of practices and procedures relating to facility maintenance. Written communication skills to prepare a variety of correspondence, reports, policies and procedures, and training documents. Skills to work under pressure of deadlines in a stressful environment. Active listening, interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems and ensure cooperative and productive working relationships. Skills to work independently and as part of a team. Working organizational skills to work on multiple projects with competing deadlines, to establish goals and workload priorities, and to meet project deadlines within budget and time constraints. Working knowledge of practices and procedures of safety and emergency preparedness. Strong skills in short-term planning, analysis, problem-solving, follow through and customer service. Skill in assessing needs and implementing strategies to support diversity and inclusion. Ability to provide effective work direction to student employees. Solid knowledge of common organization-specific and other computer application programs.

Conditions of Employment:

The University of California, Irvine (UCI) seeks to provide a safe and healthy environment for the entire UCI community. As part of this commitment, all applicants who accept an offer of employment must comply with the following conditions of employment:

- Background Check and Live Scan
- Legal Right to work in the United States
- Vaccination Policies
- Smoking and Tobacco Policy
- Drug Free Environment

The following additional conditions may apply, some of which are dependent upon business unit or job specific requirements.

- California Child Abuse and Neglect Reporting Act
- E-Verify
- Pre-Placement Health Evaluation

Details of each policy may be reviewed by visiting the following page - <https://hr.uci.edu/new-hire/conditions-of-employment.php>.

Closing Statement:

The University of California, Irvine is an Equal Opportunity/Affirmative Action Employer advancing inclusive excellence. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected categories covered by the [UC nondiscrimination policy](#).

We are committed to attracting and retaining a diverse workforce along with honoring unique experiences, perspectives, and identities. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable, and welcoming.

UCI provides reasonable accommodations for applicants with disabilities upon request. For more information, please contact Human Resources at (949) 824-0500 or eec@uci.edu.