



A.B.O.V.E.

(Achieving & Bringing Our Vision to Excellence)

POSITION DESCRIPTION

Title: Facility Operations and Grounds Coordinator
Position held by:

PRIMARY FUNCTION:

To oversee, facilitate & develop the detailed functions & facility operations plan that will become the basis of the operations prior to and during the event. Also, to source appropriate facilities, negotiate & manage contracts to provide services for all locations.

DUTIES & RESPONSIBILITIES:

- Coordinate development of facility operations plan to assure that it meets the needs of the event
- Assist in selecting a venue of choice for business operations & all events held by or on behalf of A.B.O.V.E.
- Inspect facilities, buildings/grounds for approval & needed repairs or maintenance
- Negotiate & administer contractual agreements for facility.
- Report to committee on appropriate facility
- Negotiate contracts with all equipment vendors
- Schedule site inspection of facility for board/committee members viewing and approval
- Meet with facility department to discuss & determine facility requirements
- Recruits, screens, and assists in the hiring of all security, custodial and maintenance personnel. Assists (Event Coordinator) in scheduling & booking of event(s)
- Coordinate planning sessions with parking, security, maintenance, event services (including equipment rental) & contract divisions

REQUIREMENTS:

- Must have the ability to stay calm under pressure
- Must be flexible, reliable, organized, self-motivated & creative
- Must have some computers skills
- Must have the ability to work independently as well as in a group
- Must possess strong organizational & time management skills
- Must be attentive to details
- Must be able to multi-task
- Attend board/committee meetings and events