

JOB INFORMATION

Effective Date	3/30/2022
Job Code:	5031
Job Title:	Coordinator, Facilities Contracts
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	The Facilities Contracts Coordinator position handles documentation needed for pre-bids, bid openings and pre-construction meetings, and maintains the filing of contract documents, bid documents and submissions. It is very important that critical deadlines are met consistently. This position is responsible for keeping up-to-date with contract dates and dollar amounts, assigning project numbers, and issuing contracts and handling all correspondence and project documents. This position works closely with Purchasing to ensure that we follow all state guidelines such as LBB notification and HUB reports.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Associate's Degree		Required	
Bachelor's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	At least three years of experience with general contracts and Microsoft applications and accounting experience.	Required	
Considerable	Five years of experience.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to learn, understand, and apply knowledge of UHCL and UH System Policies.	Skilled
• Working knowledge of contract specifications and accounting procedures.	Skilled
• Ability to understand, review, and process contract proposals, contract change orders, and contract compliance.	Skilled
• Must have excellent customer service skills and strong interpersonal skills with the ability to interact with all levels of staff.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Assures the preparation of construction and professional service contracts. Provides project numbers for project manager and maintain project log.	15%
• Administers contracts, verifies pay allocations and contract changes, amendments, addendum's, and maintains contract accounting.	30%
• Assures the preparation of construction and professional service contracts. Provides project numbers for project manager and maintain project log.	20%
• Purchase orders are created for new and updated interior building signage for UHCL and Pearland campuses.	15%
• Assists with issuing parking permits, name tags, and keys to contractors/employees if receptionist is unavailable.	5%
• Maintains records of project bids proposals and contracts for the divisional contract files. Works with Procurement when projects go out for bid.	10%
• Other related duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	