

JOB DESCRIPTION

(Classified Employee)

Job Title: Crew Coordinator

Date: January 29, 2008

Job Code: 1612

Statement of the Job

Employee serves as a working coordinator of a crew or work area. Employee receives written and verbal assignments from a supervisor.

Duties of the Job

- * 1. Enforces safety regulations at the work site.
- * 2. Coordinates and may provide transportation of crew, equipment and materials to work site.
- * 3. Maintains records of materials picked up from campus buildings.
- * 4. Responds to the inquiries of outside contractors.
- * 5. Communicates with occupants and users of assigned work area and coordinates repairs or equipment changes in the area.
- * 6. Maintains an inventory of all building(s) furnishings; recommends replacement, repair, or refurbishing; coordinates selected mode.
- * 7. Operates and may perform minor maintenance on vehicles and a variety of equipment, including special equipment.
- * 8. May keep daily time cards on personnel.
- * 9. May operate motor vehicles.

Asterisked (*) duties are the essential functions, or fundamental duties, of the System-wide classification. The essential functions of individual positions within the classification may differ. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION

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Job Code No: 1612

Wage Grade: 18

Total Points: 374

FACTOR		DEGREE	POINTS
1.	Knowledge and Skills Ability and knowledge to perform complex and difficult tasks.	4	144
2.	Effort		
	I. Mental and Visual Effort Continuous mental and/or visual effort for a sustained period.	3	24
	II. Physical Effort Heavy physical exertion.	4	40
3.	Responsibility for Cost Control Sustained high degree of attention required to prevent damage or waste.	4	32
4.	Responsibility for Others		
	I. Injury to Others Sustained high degree of care and awareness is required to prevent physical injuries.	4	32
	II. Supervisory Responsibility Assigns, reviews and checks work of regular employees during a minor portion of the time; and/or supervises student or temporary employees during a major portion of the time.	3	24
	III. Sensitive Information and Records Controls access to and processes sensitive information.	3	24
5.	Working Conditions Frequent exposure to several adverse stimulations or to one which is particularly disagreeable.	3	30
6.	Responsibility for External and Internal Relations Considerable external and/or internal contacts to carry out responsibilities.	3	24