



Position Title: Facilities Coordinator

Department: Facilities

Status: Exempt, Full-time (37.5 hours/week), On-Campus

Reports to: Chief Operations Officer

Iliff School of Theology seeks a Facilities Coordinator to maintain its eight-acre, park-like campus, which includes both the historic Iliff Hall, built in 1892, and the modern Skaggs Hall. Iliff School of Theology is a progressive, graduate theological school located in Denver, Colorado. Founded in 1892, Iliff is committed to academic excellence, social justice, and interreligious engagement. The institution prepares leaders for religious, academic, and community contexts through innovative programs and a strong emphasis on critical inquiry, ethical leadership, and transformative education. Iliff fosters a collaborative and mission-driven environment in which staff and faculty share a commitment to equity, inclusion, and the public good.

Summary of Responsibilities:

The Facilities Coordinator provides essential support to the COO in maintaining cleanliness, functionality, security, and overall care across all Iliff School of Theology premises. Provides the maintenance and general labor activities, both internal and outsourced, required to maintain, renovate, and utilize Iliff School of Theology's facilities, building systems, and campus grounds in a safe, efficient, and orderly manner. Ensures Iliff-owned properties are maintained at the highest quality and that the Iliff community is provided with a fully functional and safe educational environment. Liaise with the COO to coordinate with consultants and contractors working on the Iliff campus. Schedule, oversee, and, in some cases, personally perform skilled maintenance and repair activities in plumbing, electrical, mechanical, carpentry, and HVAC, and coordinate vendor services as required.

Primary Responsibilities:

- Perform minor maintenance tasks, including painting, minor plumbing and electrical repairs, light replacement, and HVAC filter changes.
- Assist with regular cleaning tasks and general upkeep of the facility's interior and exterior. In consultation with the COO, direct and oversee custodial, refuse removal, mechanical, and landscaping services, including monitoring custodial, refuse removal, mechanical, and landscaping contracts, ensuring quality standards are met, scheduling, and auditing these services.
- Make recommendations to the COO as to whether projects can be completed internally or with contract labor. Priority should be given to controlling expenditures by only outsourcing when appropriate. For contracted work, the position consults with the COO in managing all phases of the project, ensuring on-time, under-budget completion while accommodating academic schedules and complying with all City and County of Denver code regulations.
- When outside contractors will be utilized, consult with the COO to create a written scope of work (SOW) and use it for procuring contractor services, contract creation, and project management.
- On major capital projects, the position will assist the COO in planning, budgeting, and scheduling facility renovations or modifications. The position will assist the COO in coordinating and implementing the process for selecting and processing contracts with architects, engineers,

consultants, and contractors. In consultation with the COO, collaborate with project management and general contractors on construction, renovation, and infrastructure projects (both routine and non-routine). Respond promptly to all contractors' needs on site and communicate all issues to the COO. Keep the COO informed of the status of all projects.

- Ensure timely responses to emergencies or other unanticipated facility issues, in conjunction with the COO, Coordinator of Campus Safety, and DU security, some of which may require extended hours or work outside the regular work schedule, to maintain safe and efficient school operations.
- Work with the COO and the Coordinator of Campus Safety to ensure strong relations given the significant overlap in facilities and overall campus safety.
- In consultation with the COO, ensure a safe working environment by scheduling regular safety audits, inspections, safety-related training sessions, and required safety certifications (e.g., fire alarms, extinguishers, sprinkler system, first aid).
- Develop and manage programs for effective energy management of buildings and plant by maintaining building heating and cooling systems, including but not limited to HVAC units, low-pressure boilers, hot water boilers, chillers, DX cooling, air handlers, and building automation systems (BMS). Conduct periodic inspections of facilities and grounds for deficiencies, safety or health hazards, or code violations. Ensure lighting, temperatures, signage, air/water quality, boilers, fire doors, extinguishers, alarms, and security systems, and external walkways and parking areas are properly serviced and maintained to meet ongoing operational and applicable code requirements.
- In consultation with the COO and with the assistance of other contracted service providers, maintain external walkways, entrances, exits, stairs, ramps, parking lots, and other common areas, keeping them free of hazards and obstacles, including but not limited to ensuring trash is removed by the contractor, snow is cleared by DU, etc. The person in this position will be prepared to clear all sidewalks, entrances, and icy spots so they are properly treated.
- In consultation with the COO, schedule, oversee, and/or personally perform exterior maintenance and repair work to buildings and grounds such as painting, window, screen, or door maintenance and repair, patch, seal, or repair cement, asphalt, and other surfaces.
- In consultation with the COO, schedule, oversee, and/or personally perform routine maintenance and minor repairs on school motorized equipment, appliances, and hand and power tools, using mechanical, electrical, and plumbing skills. Troubleshoot problems, install, or replace units or parts. Coordinate specialized maintenance or installation services with vendors or contractors.
- In consultation with the COO, schedule, oversee, and/or personally perform maintenance and minor repair work on the school's interior facilities. Develop and manage programs for routine and preventive maintenance of the college facilities.
- In consultation with the COO, organize and assist with room setup requirements, including moving equipment, furniture, and other heavy objects. Oversee internal office moves to ensure furniture and specific office setups are coordinated to meet user satisfaction. Ensure the office space and workstations are cleared before a newly hired employee occupies them. Assists Event Sales & Hospitality Manager with the logistical aspects of meeting room set-up and tear-down for internal and external meetings, seminars, workshops, and events. Provides backup assistance to the Event Sales & Hospitality Manager as needed.
- In consultation with the COO, maintain work files, maintenance records, draft reports, and prepare purchase order requests through the work order system.
- Organize and maintain a clean and orderly maintenance shop. Ensure all facility equipment and tools are maintained in safe, functional condition.
- In consultation with the COO, Event Sales & Hospitality Manager, and the Systems Administrator, maintain and manage key systems to campus doors. Issue and properly retain building and office keys for appropriate distribution to personnel. In consultation with the COO and Iliff's locksmith, service locks and arrange for lock changes as required.

- Ensure building needs are properly secured, including locking doors and managing utilities as needed.
- In consultation with the Senior Vice President of Academic Affairs & Academic Dean, determine school delays and closures during inclement weather or snow days.
- Respond to and resolve daily facility-related needs as they arise.
- Be available for emergency on-call needs as required.
- Maintain open communication with the COO through check-ins, written updates, or shared tracking tools.
- This list is not exhaustive, and other duties as assigned by the COO may be required from time to time to ensure the effective delivery of this position's responsibilities.

Work Environment:

All work is performed under the broad general direction of the COO. Work is performed both indoors in school buildings and the maintenance shop and outside on campus grounds in a variety of weather conditions, including prolonged exposure to extreme seasonal temperatures. Some maintenance/repair work may expose individuals to wet conditions, fumes, loud noise, or proximity to sources of heat or cold. The Facilities Coordinator is expected to be a working position that will get involved in the actual performance of work being completed.

Some maintenance requirements or emergency responses may require extended hours, as well as evening or weekend work.

REQUIRED QUALIFICATIONS

Skills/Knowledge/Experience

Must possess a moderate to high degree of skills/knowledge in the following areas and be capable of monitoring and analyzing work involving mechanical, electrical, plumbing, HVAC, and carpentry work as required to perform routine preventative maintenance and minor repair assignments on facilities, systems, and grounds. Ability to learn building systems and apply skills/knowledge to carry out preventive maintenance and minor repair assignments. Ability to communicate verbally and in writing to process work orders, make schedules and assignments, and coordinate service requirements with vendors. Must be able to utilize a variety of work tools and independently operate motorized equipment. Ability to work from schematics, blueprints, and sketches. Computer skills are required for maintaining work records and preparing reports. Ability to manage multiple projects simultaneously. Ability to communicate effectively with a culturally diverse campus community and to collaborate with colleagues in a professional manner. Ability to use communication techniques that foster collegiality when problem-solving and work to resolve conflicts in an atmosphere of mutual respect.

Education:

A Technical Degree, High School diploma or equivalent, and three or more years of work experience in a position responsible for maintaining a large facility or institution.

Physical Demands:

Manual labor assignments and the use of a full range of work tools and equipment require the ability to remain stationary, lower oneself, maneuver through small spaces, ascend ladders, perform repetitive pushing and pulling motions with the arms, and grasp with the hands. Physical requirements may sometimes require frequent or sustained use of the body for prolonged periods. Good manual dexterity and eye-hand coordination are required. Some assignments require the ability to transport up to 60 pounds, access overhead or low areas, or work in limited spaces to perform tasks.

Compensation and Benefits:

Annual Salary Range: \$57,784 - \$68,000

Benefits: Currently includes medical, dental, life and disability insurance, vacation, sick and holiday pay, and a tax-deferred annuity plan.

Apply: To apply for this position, please submit a cover letter and resume to HumanResources@iliff.edu. The position will remain open until filled.

The Iliff School of Theology is an equal opportunity employer and as such prohibits unlawful discrimination on the basis of age 40 and over, race, sex, color, religion, national origin, mental or physical disability, genetic information, ancestry, sexual orientation, gender expression, creed, pregnancy, marital status, veteran status, or other legally protected statuses. Every person is treated equally according to their qualifications, abilities, and experience in conducting all personnel actions and procedures including, but not limited to, recruitment, hiring, placement, training, discipline, transfer, promotion, benefits, layoff, leaves of absence, compensation, and all other terms and conditions of employment.