

<b>Name:</b>		<b>Date:</b>	March 2024
<b>Job Title:</b>	Facilities Project Design Coordinator	<b>Department:</b>	Bell Bank
<b>Reports To:</b>	Facilities Project Design Manager	<b>FLSA:</b>	Non-Exempt

## Bell's Values:

As stewards, dedicated to the growth and reputation of this independently owned organization, we are committed to:

- Promoting and sustaining our family atmosphere.
- Providing unequalled personal service to each and every customer.
- "Paying it forward" by giving back to the communities we serve.

## Our Bottom Line:

Happy Employees! Happy Customers!

## Job Summary:

This position supports management's efforts in all aspects of design coordination at the organization. Primarily focused on day-to-day implementation of policies, procedures and programs that will assure well-managed, well designed & maintained buildings. Responsible for placing maximum emphasis on positive responses to the concerns and needs of employees and tenants, environmental health and safety, and quality programs in coordination and conjunction with the owner's goals and objectives. This position handles tenant complaints and service requests if all areas of design and furniture.

## Primary Duties:

- Coordinate defining the scope of work within facilities projects, and assist in completing projects within required timeline
- Represent the Facilities Department in a positive manner in ongoing weekly company design meetings
- Assist in coordination of holiday vendors and holiday décor throughout the local locations ensuring timely set up and tear down each year.
- Assist and coordinate design on all assigned project set ups
- When necessary, provide updates to facilities team members
- Utilize facilities ticketing system
- Follow expense budgets for current year, and budget accordingly for future years based on department projects and company priorities
- Contribute to the process of gathering the annual fixed asset list, providing any necessary information
- Focus on a consistent "look, feel and flow" of the organizations' identity, in coordination with fellow team members and departments company wide.
- Assist in conceptual designs for projects.

- Coordinate assigned projects with project team members including IT, Marketing, contractors, vendors, Retail, and all other departments as necessary.
- Responsible for tracking and updating in space planning programming
- Responsible for handling lighting requests and updating lighting schedule (TC region)
- Run design related errands for personnel and departments as needed and directed.
- Manage tenant relationships and handle design & furniture concerns as needed.
- Manage vendor relationships and be a reliable point of contact
- Maintain and modify department developed workplace standards for furniture and finishes
- Meet and provide exceptional customer service based on company and department standards.
- Collaborate with Facilities team members.
- Proactively raise suggestions, concerns, issues and matters that should be addressed by the facilities team/management for continuous improvement.
- Establish and complete site visits on a regular basis in all regions.
- Maintain an orderly workspace, team room and storage.
- Participate in project planning and management alongside Project team members.
- Establish and maintain an up-to-date inventory of former art & furniture.
- Assist in and provide guidance for potential donations of former art & furniture
- Know by name and face as many customers and employees as possible, calling them by name as often as possible.
- Know and practice LOCBUTN, our Golden Rules, and Bell Bank Customer Service Standards.
- Know, understand, and live the company values and bottom line.
- Conduct activities consistent with established Bell Bank policies, procedures and systems, the Bell Bank Employee Conduct policies, the Bank Secrecy Act and all applicable state and federal laws and regulations.
- All employees are responsible for information security, including compliance with policies and standards which protect sensitive information.
- Perform other duties as assigned.

### **Job Skills Required:**

- 3 years of recent facilities/construction leadership related experience.
- 5 years of customer service experience.
- Must be dependable, trustworthy and maintain a high level of confidentiality
- Clear and concise written and verbal communication skills
- Working knowledge of AutoCAD.
- Strong working knowledge of MS Word, PowerPoint, Outlook and Excel.
- Strong working knowledge of construction documents.
- Ability to work effectively, independently and as part of a team environment
- Creativity and the ability to work within the parameters established by bank management.
- Clear and concise communication skills with vendors, tenants and fellow employees.
- Ability to cope with pressure resulting from meeting deadlines, timely reporting to management, and demands from employees and vendors.
- Effectively prioritize tasks with a result driven attitude, while focusing on the goals of the department and organization
- Ability to work within the parameters established by management
- Ability to be dependable and flexible as well as possessing the ability to maintain a high level of confidentiality.
- Desire to learn and growth
- Ability to be proactive, initiate and follow-through.

- Ability to run work-related errands for personnel and departments as needed and directed.
- Ability to work flexible hours to support the department needs to include after hours and weekends, if necessary
- Ability to travel daily as required. Out of state travel is expected occasionally.

### Physical Requirements:

While performing the duties of this job, the employee is required to communicate effectively with others. The employee must be able to use a keyboard, mouse, telephone, and other office equipment. The employee is frequently required to walk, sit, and to reach with hands and arms. The employee must be able to review detailed documents and read computer screens.

### Lifting Requirements:

1.  **Sedentary work** - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Roles are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
2.  **Light work** - Exerting up to 20 pounds of force occasionally, and/or to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work.
3.  **Medium work** - Exerting 20 to 50 pounds of force occasionally, and/or 10-25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demand requirements are in excess of those for light work.
4.  **Heavy work** - Exerting 50 to 100 pounds of force occasionally, and/or 25-50 pounds of force constantly to move objects. Physical demand requirements are in excess of those for medium work.
5.  **Very heavy work** - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for heavy work.