

## Facilities Services Support Staff Roles & Responsibilities

<b>MPP FPAC</b> <b>Stephanie Anorga</b>	<b>MPP Administrative Coordinator</b> <b>Erica Sims</b>	<b>MIC Administrative Coordinator</b> <b>Keyris Alvarenga</b>	<b>FM Facilities Services Coordinator</b> <b>Brittane Adams</b>	<b>Facility Services FPAC</b> <b>Theron Mathis</b>
<ul style="list-style-type: none"> <li>• Project Delivery Updates-Quality Control &amp; Quality Assurance</li> <li>• Contract support/scope assistance (projects &gt;\$50K)</li> <li>• Manage up to 4 Projects</li> <li>• Program/Project planning and support, Auto CAD drawings</li> <li>• TAP report support</li> <li>• Business Plan support</li> <li>• PM Administrative support (back-up)</li> <li>• *Database Administration</li> </ul>	<ul style="list-style-type: none"> <li>• FAMIS work orders</li> <li>• Green Light report Updates/Maintenance</li> <li>• Project Closeout Support</li> <li>• Records Management/Archiving (MPP &amp; MIC)</li> <li>• PM Support-permits/plan review support</li> <li>• MPP website project listing updates</li> <li>• MIC Light report (back-up)</li> <li>• Ad-hoc reports</li> <li>• Vouchers &amp; Requisitions</li> <li>• HR Related Duties</li> <li>• Leave Accruals</li> </ul>	<ul style="list-style-type: none"> <li>• MIC Light report (primary)</li> <li>• MIC contract support</li> <li>• FAMIS time entry</li> <li>• Leave Calendar/Leave Accruals/Timesheets</li> <li>• Purchase requisition</li> <li>• Space updates</li> <li>• FM permits</li> <li>• HR related forms</li> <li>• Training coordination</li> <li>• ACM checklist</li> <li>• Admin. duties (filing, records management-back-up)</li> </ul>	<ul style="list-style-type: none"> <li>• MIC/MPP PM evaluation Program (primary)</li> <li>• Capital database support (primary)</li> <li>• Capital plan metrics</li> <li>• Contract support</li> <li>• Program support (contract related)</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Public Website Updates</li> <li>• Landscape Contract Management-Construction Admin./Construction Manager for field support</li> <li>• Monthly bay maintenance</li> <li>• PM Evaluation Program (back-up)</li> <li>• Capital database (back-up)</li> <li>• Green Light report (back-up)</li> <li>• FAMIS work orders (back-up)</li> </ul>