



Dana Moore, Superintendent

February 4, 2021

We are accepting applications for the following position:

Position: **Facilities Manager**
Rate of Pay: **\$22.00 to \$24.00 depending upon experience**

POSITION RESPONSIBILITIES:

Under the direction of the Director of Operations, the Facilities Manager will be responsible for:

1. Performs interior and exterior building maintenance tasks including electrical repairs and electrical system maintenance, boiler maintenance, plumbing repairs and plumbing system maintenance; maintain/repair Centrifugal Pumps, Mechanical Seals & Motors, HVAC System Maintenance; contacts vendors if repairs are beyond incumbent's knowledge/skill level. Performs routine repairs to interior and exterior of building including painting, concrete repairs, replacing light bulbs, changing/cleaning kitchen filters, caulking, floor maintenance, etc. Performs grounds maintenance tasks (i.e. mows lawns, plows snow, maintains grounds around the facility, etc.).
2. Conducts weekly maintenance inspections of facility and prepares report for administration; conducts monthly safety inspections, conducts monthly emergency drills (fire tornado evacuation, etc.); responsible for the storage and inventory of flammable, toxic, and caustic materials including MSDS Sheets, processes work orders.
3. Maintains vehicles and equipment (i.e. oil changes, tire rotation, anti-freeze, etc); picks up supplies for the facility, on call 24/7 for emergency maintenance situations.
4. Supervision of custodial staff.
5. Shares in the daily cleaning duties of the facility.

OTHER DUTIES & RESPONSIBILITIES:

Must demonstrate regular and predictable attendance, attends in-service training; performs other related duties as required, must possess a valid Ohio driver's license.

QUALIFICATIONS:

Knowledge of: emergency response techniques; grounds and building maintenance operations; safety practices and procedures, electrical repair practices; commercial boiler/HVAC operator; Centrifugal Pumps, Mechanical Seal Installation, HVAC System Maintenance small engine repair techniques, plumbing repair and maintenance practices; water testing techniques. Obtain Ohio Pesticide License* after hire.

Skill In: electrical repair practices, operating grounds and building maintenance equipment: motor vehicle maintenance and operation; use of hand and power tools, Centrifugal Pump Repair Practices, Mechanical Seal Installation, HVAC System Maintenance, unarmed self-defense techniques*, verbal de-escalation*. *after hire

Completion of secondary education or equivalent. Must have a minimum of 5-10 years maintenance experience in building operations, general maintenance, plumbing, electrical, HVAC and boiler operations. Must be at least 21 years of age, must possess and maintain a valid Ohio driver's license, must be able to pass required background check including drug screening, prior to employment.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio Driver License; certified in First Aid and Cardiopulmonary Resuscitation (CPR) (upon employment).

EQUIPMENT OPERATION: (The following are examples only and are not intended to be all-inclusive)

Buffer, hand tools, power tools, vacuum and common kitchen equipment and Motor Vehicle

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

May be required to drive in adverse weather conditions; must be able to lift or move objects weighing up to 50 pounds; may be exposed to violent youths or youths under the influence of alcohol and/or drugs; may be exposed to blood or other bodily fluids; may be required to restrain violent detention residents; may be exposed to contagious or communicable diseases.

Only those who meet the qualification listed should apply for this position, please submit a letter of interest by email, mcjdc-applicants@mcjdc.org.