

# **MID-OHIO EDUCATIONAL SERVICE CENTER**

## **JOB DESCRIPTION**

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<b>Title:</b>	<b>Facility Manager</b>
<b>Reports To:</b>	<b>Director of Executive Director of Achievement &amp; Leadership</b>
<b>Employment Status:</b>	<b>As Determined by the Executive Director of Achievement &amp; Leadership</b>
<b>Days:</b>	<b>As Determined by the Executive Director of Achievement &amp; Leadership</b>
<b>MOESC Salary Schedule:</b>	<b>Facility Manager</b>
<b>FLSA:</b>	<b>Exempt</b>

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### **QUALIFICATIONS**

- High school diploma or GED
- Valid Driver's License
- Post-high school, vocational training or coursework in electrical maintenance, or machine maintenance preferred
- Trained in HVAC system controls
- Certified A.L.I.C.E. Trainer
- Two or more years work experience performing general labor or cleaning in a public or commercial building
- Five or more years in supervisory role, preferably in maintenance or custodial capacity
- Experienced in general maintenance, including and understanding of and/or experience in construction, carpentry, plumbing, electrical, and HVAC
- Successfully pass BCI/FBI background checks

### **GENERAL DESCRIPTION**

The Facility Manager is responsible for the daily operation activities of the entire facility, being the Mid-Ohio Conference Center (MOCC) and Mid-Ohio Educational Service Center (Mid-Ohio ESC), and its various tenants. Responsibilities include coordinating all contractor work needed in the Mid-Ohio Conference Center and Mid-Ohio ESC facilities. This includes planning and scheduling for the HVAC system, security operations and cameras, and tending to tenant needs at Mid-Ohio ESC as well as satellite locations. In addition, the Facility Manager will directly supervise the maintenance and custodial staff. The Facility Manager will also develop and manage the facility budget, oversee work orders, oversee and participate in required safety trainings, cleaning, disinfecting and maintenance procedures for the Conference Center and Educational Service Center.

## **ESSENTIAL FUNCTIONS/SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for scheduling all facility department staff (event workers, facility workers, custodial, etc.)
- Manages facility task schedule
- Oversees and supervises the facility department staff's daily duties
- Conducts annual performance reviews of facility department staff and holds them accountable to their work tasks and responsibilities
- Responsible for the cleaning software maintenance system and inspections including regular quality inspections and reporting
- Responsible for the cleaning training system for facility department staff for continuing education and certification
- Responsible for all scheduling and performance of routine maintenance of fire systems, alarm and security codes and systems as well as all HVAC maintenance
- Responsible for HVAC controls and changes in the system
- Responsible for all inspections including, but not limited to: State of Ohio inspections (boilers), Fire Marshall inspections and certification, OSHA and MIOSHA standards and certifications
- Performs all duties within health and safety standards as per OHSA and/or MIOSHA standards
- Maintain A.L.I.C.E. training certification
- Responsible for ensuring all MSD sheets are current
- Follows oral and written instructions including directions for mixing chemicals and understanding HAZ-MAT and MSDS sheets
- Properly and safely operates tools, equipment, motorized vehicles used in cleaning and moving heavy items
- Responsible for facility key inventory and assignment
- Maintains facility/tool room and equipment
- Develops and manages the facility budget with the Executive Director of Achievement & Leadership
- Responsible for all facility maintenance budget expenses
- Leads staff in identifying, recommending, and implementing cost saving improvements for the entire facility
- Performs necessary outdoor upkeep to maintain the grounds and parking lot
- Reports facility damage or hazardous conditions immediately to Executive Director of Achievement & Leadership
- Inspects building and equipment for needed repairs and/or replacements
- Performs systematic and routine maintenance
- Monitors in-door conditions for comfortable atmosphere
- Maintains and enters data on Marquee sign

- Available to call for emergencies falling outside the normal working hours
- Meet regularly with Executive Director of Achievement & Leadership
- Perform other duties as assigned

### **PERSONAL QUALITIES**

- Possesses a high level of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Seeks to be a leader in technology integration
- Shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout employment at Mid-Ohio ESC

### **WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood and bodily fluids
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth perception/color vision/field of vision required and occasionally to reach with hands and arms

### **PHYSICAL DEMANDS**

- Work requires definite skilled and accurate physical operations requiring some closely coordinated performance
- Work requires handling average weight materials or equipment (up to 50 pounds), but not for sustained periods
- Operate standard office equipment including computers, word processing, spreadsheets and communication software
- This job is performed in a generally clean and healthy environment.

### **EVALUATION**

Performance of this job will be evaluated by the Executive Director of Achievement & Leadership or designee according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the supervisor, appointing authority or designee.

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Employee Signature

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Date Received

***The Mid-Ohio Educational Service Center is an equal opportunity employer.***