



### NOTICE OF AVAILABLE POSITION

POSTING DATE: October 31, 2017 until filled, preference will be given to applications received by November 6, 2017.

POSITION & PROGRAM: Off-Site Facilities Supervisor

QUALIFICATIONS: High School Diploma or equivalent. Qualifications as set forth in Administrative Rule 5123:2-2-01 (Provider Standards). Minimum of one (1) year experience in supervision, janitorial services, or providing services to individuals eligible for Board services. Possess valid driver's license with a satisfactory driving record. Must possess and maintain valid CPR and First Aid certifications. May be requested to lift, carry and move consumers and/or materials. Satisfactory Criminal Background and Abuser Registry checks.

PREFERRED QUALIFICATIONS: Two (2) years experience in the supervision of a work crew or enclave. Other related business experience and/or coursework.

#### DUTIES:

- Coordinates, schedules personnel and supervises all aspects of designated off-site enclave and mobile work crew janitorial and grounds keeping contracts. Arranges for substitutes at all levels as needed to include filling in for absences/vacancies when necessary.
- Prepares time cards and payroll information, checks time sheets for accuracy, signs leave requests and completes evaluations for positions supervised. Keeps Supervisor, Program Specialists and Supported Employment staff informed of issues and opportunities. Arranges and leads new employee interviews using a team approach. Makes recommendations and consults with the CEO concerning the employment status of positions supervised. With approval of the CEO, makes employment offers.
- Completes documentation and provides evidence of employee infractions and recommends corrective action to the Supervisor for positions supervised. Provides follow-up, goal setting, expectations, training and re-training and random checks for positions supervised.
- Monitors and inspects janitorial and/or grounds keeping services provided for designated contracts. Knows all expectations and specifications of the contracts/services provided and ensures compliance at or above customer expectations. Addresses issues as needed on a daily, evening and weekend basis. Arranges, schedules and updates the Transit and other means of transportation for workers supervised. Assures all requirements for transportation are met.
- Maintains documentation required by Local, State and Federal agencies. This includes Job & Family Services, Unemployment Commission, Dept. of Administrative Services (DAS), Miami County Transit, Workers' Compensation and all ODOT forms. Turns in paperwork, receipts, packing slips, expense reports and bills to the Business Dept. in a timely and accurate manner. Keeps that department informed of revisions or changes to contracts, staffing or billing.
- Assures all certified staff attend training required for provider compliance standards.
- Trains and assists persons served in janitorial and grounds keeping related skill development in conjunction with Supported Employment staff. Supervises on-the-job training of new employees. Assists in developing and implementing outcomes and action steps as outlined in the ISP. As requested, participates in staffing meetings, ISP meetings/updates, ODOT and DAS meetings. Meets, communicates, handles issues and informs ODOT employees, to include the ODOT Facilities Director as needed.
- Develops, researches and prepares specifications for present janitorial contracts and for new off-site mobile work crew contracts. Provides information on all new contracts, including the accurate estimating of materials, direct supervisory/labor hours, supplies and equipment needed to perform the job specifications. Assures that DAS contracts are performed within the specifications related to direct labor hours performed by persons with work limiting disabilities.
- Researches, collects data, evaluates and makes recommendations regarding the continuance of current contracts and the acquisition of new ones. Monitors monthly billing on designated janitorial/grounds keeping contracts, maintaining a positive profit margin.
- Researches, shops and purchases supplies and equipment for all contracts overseen. Makes well-informed and fiscally responsible decisions about supplies and equipment in-line with budget. Responsible for the safe storage of same. Tracks delivery, storage and usage of supplies for each contract to ensure adequate inventory at each work/contract site.
- Ensures preventive maintenance is conducted on all equipment as required on daily, weekly, monthly, quarterly, semi-annual or annual basis. Completes simple repairs and schedules/coordinates for more extensive repairs requiring a technician. Maintains safe working conditions and ensures the practice of the proper use of all equipment, protective devices, and personal protective equipment, as required.
- Performs other related duties as assigned.

HOURS: Forty (40) hours per week flexible as needed. Hour or half hour unpaid lunch. Is expected to work outside normal hours of operation. Two Hundred Sixty (260) days and as needed.

COMPENSATION: \$13.00/hr or higher depending on experience.

CONTACT: To be considered please submit applications/resumes by email, US Mail, fax, or by hand-delivery. You may attach a resume; however, the RTI application **must** be completed. The RTI application can be picked up at RT Industries or found on the website at [www.rtindustries.org](http://www.rtindustries.org) on the Careers page.

FLSA: Non-exempt from overtime.

For inquiries, call 937-335-5784 or email [michelle.ezerski@rtindustries.org](mailto:michelle.ezerski@rtindustries.org)