



## NOTICE OF AVAILABLE POSITION

POSTING DATE: March 6, 2015 until filled

POSITION & PROGRAM: Facilities Specialist

**QUALIFICATIONS:** High School diploma or equivalent. 3 – 5 years of experience of hands on skilled trade experience (HVAC, plumbing, electrical, construction, etc.) and building maintenance. Knowledge of maintenance and use of tools and small equipment for commercial and residential settings. Knowledge of construction materials and use for commercial and residential settings. Ability to routinely lift maintenance equipment and materials. Demonstrate ability to work effectively with minimal supervision. Must satisfactorily pass a post-offer medical physical demands analysis and consistently maintain ability to pass such testing. Satisfactory criminal background and Abuser Registry checks and drug test.. Possess and maintain a valid Ohio driver's license with less than 3 violations on record at any time.

**PREFERRED QUALIFICATIONS:** Knowledge of requirements related to ADA. Skilled trades certifications

### DUTIES:

- Maintains a safe environment within and outside of the Riverside DD facility and provides continual maintenance to the Riverside DD facility and all Community Capital properties. Provide supervision and maintenance of the facility during evening and/or weekend events, per request, and provide emergency after-hours maintenance to all Community Capital properties. The Facilities Specialist will be available during any emergency that occurs, to include, emergency alarm calls, mechanical failures, etc.
- Performs routine inspections and preventative maintenance on Riverside DD facility, equipment and all Community Capital properties.
- Complete all assigned work orders in a timely and professional manner. Complete necessary maintenance tracking documentation coinciding with work orders.
- Assists in the testing of facility systems, including fire alarms, door openers and emergency equipment. Conducts emergency drills, to include but not limited to; fire and tornado drills, as required, and documents the completion of all required emergency drills.
- Provides maintenance and repair duties, to include but not limited to; lighting, painting, plumbing, HVAC, electrical, carpet, wall coverings, building walls, windows, doors, moving furniture, roofing, parking lot, laundry equipment, exhaust fans, licensed kitchen, equipment, cabinetry, appliances and sheds.
- Conducts inspections, repairs, and modifies, per request, therapeutic equipment.
- Collaborate with all employees within the organization to provide input and direction regarding problem solving maintenance concerns/needs. Provide input/feedback, as requested, to the Facilities Supervisor and Operations Director regarding future planning regarding maintenance of the Riverside DD facility and Community Capital properties.
- Perform plowing, salting, shoveling, etc. to keep parking lots and sidewalks free of snow and ice.
- Works independently to begin, problem solve, and complete projects and maintenance. Works independently with contractors, providers, and individuals served.
- Provides oversight and/or supervision of external contractors completing work at the Riverside DD or within the Community Capital properties.
- Performs any other related duty as assigned.

**HOURS:** 40 hrs per week (260 days)

**SALARY:** \$12.85 per hour, higher based 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 Riverside application below **must** be completed.

**FLSA:** Non-exempt from overtime.

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