

## **Job Opportunity: Facilities Specialist**

**POSTING DATE:** 6/11/2025 – Until Filled  
**POSITION & PROGRAM:** Facilities Specialist/Facilities Department

### **POSITION DESCRIPTION:**

This position is specialized work involving general maintenance, groundskeeping, the care of buildings and equipment and Community Capital residential properties.

As an employee of the Miami County Board of Developmental Disabilities (MCBDD), the job incumbent shall always comply with all Board policies, and shall demonstrate respect for, support the dignity of, and observe the rights of all individuals served by the Board and demonstrate sensitivity to diverse beliefs, cultures, values and family structures.

### **QUALIFICATIONS:**

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or equivalent
- Three (3) to five (5) years of experience of hands-on skilled trade experience (HVAC, plumbing, electrical, construction, etc.) and building maintenance
- Knowledge of general maintenance, 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
- Ability to abide by MCBDD's Code of Conduct
- Satisfactory criminal background and abuser registry checks
- Satisfactory pre-employment drug test and physical
- Possess valid State of Ohio driver's license with less than (6) violations on record
- Knowledge of requirements related to ADA, preferred but not required
- Skilled trades certifications, preferred but not required

### **DUTIES:**

- Maintains a safe environment within and outside of the MCBDD facility and provides continual maintenance to the Riverside facility and all Community Capital residential properties.
- Provide emergency after-hours maintenance if scheduled.
- Performs routine inspections and preventative maintenance on facility, equipment and all Community Capital residential 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.
- 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, equipment, cabinetry, appliances and sheds
- Conducts inspections, repairs and modifies therapeutic equipment as requested
- Collaborate with all employees within the organization to provide input and direction regarding problem solving maintenance concerns/needs. Provide input/feedback, as requested regarding future planning for the maintenance of the facility and Community Capital residential properties
- Perform plowing, salting and shoveling to maintain snow and ice-free parking lots and sidewalks
- Works independently to begin, problem solve and complete projects and maintenance
- Works independently with contractors, providers and individuals served
- Performs any other related duty as assigned

**HOURS:** Monday – Friday 8:00 a.m. – 4:00 p.m. and on-call as assigned

**SALARY:** \$18.85/hour or higher based on experience

**FLSA:** Non-Exempt from overtime

**BENEFITS:** Medical, Dental, Vision, OPERS Retirement, Life Insurance, Vacation, Sick, Personal, Holidays including your Birthday, Flexible Schedule, Professional Development and Tuition Reimbursement

**TO APPLY:** Please submit applications/resumes

Email	careers@miamicountydd.org
US Mail/Hand Delivery	1625 Troy Sidney Road, Troy, OH 45373
Fax	937.332.3490

A MCBDD application **must** be completed

Applications are located at [www.miamicountydd.org](http://www.miamicountydd.org) under the Careers tab

MCBDD does not discriminate in provision of services or employment on the basis of race, religion, color, national origin, gender (including pregnancy or gender identity), sexual orientation, age, veteran status, disability or any other basis covered by appropriate law.