

Assistant Manager of Facilities

QUALIFICATIONS:

- Applicant must be able to assist and support the Manager of Facilities, assuming responsibilities in their absence. Must have computer skills including e-mail retrieval. Must have working knowledge and command of basic carpentry, mechanical, electrical, plumbing, painting and grounds care. Must be able to be productive in a multi task environment. Applicant must possess a clean criminal and driving record.

REPORTS TO:

Direct Supervisor: Business Manager or Designee

RESPONSIBILITIES:

- Accomplishes maintenance tasks productively, independently and safely
- Plans tasks and organizes and performs those tasks while providing quality assurance to those tasks. Those areas include, but are not limited to:
 - Plumbing- Knowledge of repairing flush valves, piping leaks, relieving clogs
 - Electrical- Knowledge of replacing lamps, ballasts, various switches types
 - Mechanical- Knowledge of and ability to replace and perform preventative maintenance on motors, bearings, filters, fans, HVAC systems
 - Painting- Knowledge and proper application of paint types and ability to apply using proper preparation and clean up techniques
 - Landscaping- Ability to drive and perform safe operation of mowers (riding and walking), trimmers, weed spray equipment, pruning planting and weeding techniques
 - Hardware -Ability to repair/ replace door hardware (locks, hinges, panic bars, closures)
- Leads work groups
- Communicates to fellow workers, instruct and/or act as a lead worker and supervise multiple tasks
- Demonstrates ability as a team player
- Follows directions and provide primary task accomplishment while interacting with a number of clients and balancing requests for services

- Possesses automotive versatility. Able to drive 1 ton trucks, tractors, mowers with hydraulic equipment, pull trailers most with manual transmissions. Makes minor repairs and troubleshoot major automotive needs
- Knows area roads and businesses and is able to promptly deliver or pick up supplies
- Holds an asbestos worker license – assisting in all asbestos removal related activities
- Acts as a liaison and resource to the district custodial service. Assists in troubleshooting problems and add training in areas of need
- Is on call for security and mechanical call emergencies

TERMS OF EMPLOYMENT:

Work Day

Atypical Work Day – 8 hours per day

On call for security, mechanical and weather emergencies

Work Year

260 Days

Bargaining Unit

Non-Bargaining

Salary and Benefits:

Salary and benefits will be set and periodically monitored to be both compatible with District 108 programs and regionally competitive with like positions.

Partial Board paid individual and dependent insurance

EVALUATION:

Annually evaluated by the Business Manager