



## **NOTICE OF INTENT TO EMPLOY**

**POSTING # 2022-01**

**OPEN: February 10, 2022**

**CLOSING: UNTIL FILLED**

### **Midland County Educational Service Agency Position Description**

Facilities Manager

**Department/ Division:** Facilities

**Reports To:** Superintendent

**Position Summary Last Revised:** February 2022

The Facilities Manager is responsible for creating and maintaining a safe, efficient, clean, comfortable and attractive education environment, and oversees maintenance and custodial staff.

#### **Essential Duties and Responsibilities**

1. Supervises and coordinates work assignments and schedules for maintenance staff, custodial staff, substitutes and contracted personnel.
2. Analyzes needs for purchase of materials and supplies for all sites. Responsible for the purchase and delivery of needed materials and supplies.
3. Assists with the development and maintenance of the Facilities Improvement Plan. 4. Maintains an up-to-date Asbestos Management Plan.
5. Maintains Material Safety Data Sheets.
6. Oversees all maintenance and custodial work, and maintains a high standard of safety, cleanliness and efficiency.
7. Examines buildings and grounds on a regular basis for needed repairs and maintenance. Makes/coordinates repairs as necessary and appropriate. Establishes a regular preventative maintenance program.
8. Establishes and recommends priorities on repair projects. Estimates costs for labor, material and overhead.
9. Develops a system for handling emergency repairs.
10. Maintains the grounds, including snow removal, driveway and parking lot maintenance, landscaping, and trash removal.

11. Advises on the hiring of contractors to perform maintenance or repair services.
12. Maintains the heating and cooling systems. Regulates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season while ensuring economical usage of fuel, water and electricity.
13. Oversees set up of rooms as requested by staff.
14. Ensures that building doors are opened and/or locked each day and night as appropriate.
15. Complies with all local, state and federal laws and codes.
16. Performs related work as required.
17. Ensures compliance with OSHA and MIOSHA health and safety plans.
18. Inspects playgrounds for safety and compliance.
19. Assists in budget development and management.
20. Follows disinfectant and sanitation protocols.
21. Schedules facility use.
22. Responsible for boiler testing and certification.
23. Monitors ADA compliance.
24. Monitors storm drains and retention ponds.
25. Develops and maintains an integrated pest management plan.
26. Works with administration to advertise and receive bids for lawn care, snow removal, and trash collection.
27. Performs hazard assessments in all buildings.
28. Maintains custodial and grounds equipment.
29. Orders and maintains inventory of first aid supplies and personal protective equipment.
30. Coordinates delivery of furniture to offsite classrooms.
31. Oversees the rental and operation of loaders, backhoes, aerial lifts and trucks as appropriate.

#### **Qualification Requirements**

1. Minimum of associates degree or equivalent preferred.
2. Three years custodial and general building/grounds maintenance experience, and two years supervisory experience.
3. Experience with heating and cooling systems operation and maintenance.
4. Basic carpentry, plumbing and electrical knowledge.
5. Working knowledge of local, state and federal laws affecting building upkeep and employee safety.
6. Professional maturity and high levels of discretion, integrity and organizational skills.

7. Demonstrated leadership and interpersonal skills.
8. Effective verbal and written communication skills, including the ability to effectively work with staff, other agencies and the general public.
9. Excellent organizational skills.
10. Computer literacy, including the ability to word process, utilize software applications and use electronic mail.

### **Physical Demands and Work Environment**

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, see and hear. The employee is frequently required to stoop, kneel, crouch, crawl and reach with hands and arms. The employee must occasionally lift and/or move up to 100 pounds. Frequent travel and/or driving to various off-site locations is required. Noise levels are typically moderate. May work outdoors in all kinds of weather and climates.

*The information contained in this position description is intended to describe the general content and requirements for the successful performance of the position. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.*

**Send resume to:**

[hr@midlandesa.org](mailto:hr@midlandesa.org)

### **HUMAN RESOURCES**

#### **MIDLAND COUNTY EDUCATIONAL SERVICE AGENCY**

**3917 Jefferson Avenue**

**Midland, MI 48640**

#### **MIDLAND COUNTY EDUCATIONAL SERVICE AGENCY**

**IS AN EQUAL OPPORTUNITY EMPLOYER**