



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The MDS Community Action Agency Senior Services Program is currently accepting applications for the following position:

Full-time **Facilities/Transportation Coordinator** in Escanaba. General work schedule is Monday – Friday, 8:00 a.m. to 4:30 p.m.

This position is under the supervision of the Senior Services Director and is responsible for the oversight and day to day operations of the Senior Services Program buildings and vehicles. Responsibilities include ensuring compliance and safety conditions of all buildings including senior centers, kitchens and the Adult Day Services center. Coordinates repairs and maintenance of buildings and Nutrition Program kitchen equipment. Coordinates maintenance of Nutrition Program vehicles and transportation buses.

Applicant must have a high school diploma or equivalent. Two years of experience in the building maintenance or trade related environment preferred.

Strong communication and organizational skills required. Must be able to use email and search the internet.

Entry wage is \$21.92 - \$23.05 depending on education and experience.

Benefits include paid personal, sick and vacation time; 403(b) retirement plan; health, dental and life & disability insurances; and access to our Employee Assistance Program.

Please submit a completed application to MDS Community Action Agency, Attention: Facilities/Transportation Coordinator Job Posting, 507 1st Ave N, Escanaba, MI 49829 **OR** send an email to hr@mdscaa.org.

An online application can also be completed using the following link: <https://pdf.ac/OP1k2>

Menominee Delta Schoolcraft Community Action Agency is an affirmative-action, equal-opportunity employer. MDS Community Action Agency programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

MENOMINEE-DELTA-SCHOOLCRAFT COMMUNITY ACTION AGENCY/HRA

Job Description

Program:	Senior Services	Reports To:	Senior Services Director
Job Title:	Facilities/Transportation Coordinator	Supervises:	N/A
Job Location:	Administrative Building	Updated:	3/26/2024
Job Classification:	Non-Exempt		

QUALIFICATIONS

Education: High school diploma or GED required. Minimum of two years of experience in the building maintenance or trade related environment preferred.

Experience: Familiarity with assessment of facility maintenance needs and general safety codes requirements. Vehicle maintenance. Construction related experience acceptable. Able to use a computer and Microsoft Office including Outlook and Excel.

Other Factors:

- A standard 8 hour work day requires the ability to: **1]** primarily perform medium work—lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds; **2]** stand/walk for 1-4 hours; **3]** sit 5-10 hours; **4]** drive 1-3 hours; **5]** use hands for repetitive simple grasping, fine manipulation, pushing and pulling; **6]** use feet for repetitive movement as in operation of foot controls (driving); **7]** frequently bend, squat, twist body; and **8]** occasionally climbing.
- Must have effective organizational and communication skills. The ability to use Microsoft Office including Outlook and Excel. Familiarity with local maintenance resources and contractors preferred. The ability to work cooperatively as an active team member and the ability to take initiative will be expected.
- Must have a current driver's license, reliable transportation, and able to work in a three county area as assigned.
- Must abide by state requirements to include health and safety requirements, and pass a criminal history check.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be considered if sufficient to perform the duties.

ESSENTIAL FUNCTIONS

1. Take lead on maintaining compliance in areas that are relative to the position.
2. Oversee the coordination and maintenance of senior centers and Adult Day Services center.
3. Assure Senior Services related safety issues are reviewed, addressed, and monitored; including appropriate building codes, fire safety plans, and equipment maintenance. Participate in the safety committee.
4. Update and maintain current Senior Services safety plan, equipment list and inventory list as required.
5. Paint and repair walls. Completes general repair work in a timely manner. Able to climb ladders, go on roofs, and work at heights.
6. Coordinate services related to construction proposals, bids, and contracts.
7. Oversee Senior Services building projects including purchasing of property and construction.
8. Assist in the coordination of nutrition program vehicle maintenance, repairs, and rotation schedules.
9. Complete all reports accurately and efficiently, including EWS timekeeping, billing documents/receipts, vehicle safety checks, MDOT reports, and vehicle maintenance schedules.
10. Coordinate repairs to the Nutrition Program's kitchen equipment.
11. Purchase maintenance/agency supplies for cleaning, kitchen area, and general projects.
12. Establish and maintain a system of communication with program sites regarding facility maintenance needs and subsequent repair plans.

13. Maintain timely communication with the Senior Services Director regarding budget recommendations and expenditures related to facility and/or transportation needs.
14. Facilitate the development of dependable working relationships with local contractors whenever possible.
15. Develop and maintain a working knowledge of all relevant local, state, and federal regulations pertinent to programs.
16. Coordinate janitorial services for the HRA Administrative building.
17. Assist with HRA Administrative building maintenance as needed.
18. Abide by all CAA/HRA written policies and procedures.
19. Meets the ADA physical requirements of the job as listed.
20. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. Nothing in this job description restricts Management's right to assign or reassign duties and responsibilities to this job at any time.