



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

MDS Community Action Agency is currently accepting applications for the following position:

Full-time **Facilities Manager** 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 Executive Director and is responsible for the oversight and day to day operation of buildings and vehicles. Responsibilities include ensuring compliance and safety conditions of all buildings including senior centers, adult day center, and administrative building. Coordinates repairs and maintenances of buildings, program vehicles and buses, and nutrition kitchen equipment. Tracks and manages maintenance and safety of nutrition program vehicles and transportation buses. Prepares reports for Senior Services Director. Orders maintenance and kitchen supplies. Supervises part time janitorial staff.

A high school diploma or equivalent is required, plus four years of experience in construction or maintenance. Associate degree or trade school certificate preferred.

Good communication and organizational skills required. Basic computer skills and experience using Microsoft Office including Outlook, Word and Excel required.

Entry wage is \$14.93 - \$15.93 depending on education and experience.

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

Please submit a completed application to MDS Community Action Agency, Attention: Facilities Manager 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>

Application deadline: March 15, 2023

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:	HRA Administration and Senior Services	Reports To:	Executive Director
Job Title:	HRA Facilities Manager	Supervises:	Part Time Janitorial Staff
Job Location:	Administration Building	Updated:	2-17-23
Job Classification:	Non-exempt		

QUALIFICATIONS

Education: Minimum of four years of experience in the building maintenance or trade related environment. High School Degree or GED required. Prefer an Associate Degree or trade school certificate.

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 HRA administrative building, senior centers, and adult day center.
3. Assures agency 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 agency safety plan. Annually update and maintain current agency equipment list. Maintain agency computer equipment list. Updates agency inventory list as required.
5. Oversees janitorial staff and services for the administrative building. Assures the administrative building is kept clean and organized. Assures janitorial staff cleans bathrooms on a daily basis, removes garbage and shredding, spot cleans rugs and walls, mops floors, and vacuums.
6. Paints and repairs walls. Completes general repair work in a timely manner. Able to climb ladders, go on roofs, and work at heights.
7. Maintains outside of administrative building. Completes outside work including mowing and weed eating, snow blowing and shoveling around entire Administrative building and Head Start building. Coordinates snow plowing as needed. Painting as needed. Window cleaning in fall and spring and as needed.
8. Coordinate services related to construction proposals, bids, and contracts.
9. Oversee HRA building projects including purchasing of property and construction.

10. Assist in the coordination of nutrition program vehicle maintenance, repairs, and rotation schedules.
11. Complete all reports accurately and efficiently, including EWS timekeeping, billing documents/receipts, vehicle safety checks, MDOT reports, and vehicle maintenance schedules.
12. Coordinates repairs to Nutrition Kitchens' equipment.
13. Purchases maintenance/agency supplies for cleaning, kitchen area, and general projects.
14. Establish and maintain a system of communication between the Facilities Manager and program sites regarding facility maintenance needs and subsequent repair plans.
15. Maintain timely communication with the Executive Director and/or Program Director regarding budget recommendations and expenditures related to facility and/or transportation needs.
16. Facilitate the development of dependable working relationships with local contractors whenever possible.
17. Develop and maintain a working knowledge of all relevant local, state, and federal regulations pertinent to programs.
18. Assists Head Start maintenance as requested.
19. Abide by all CAA/HRA written policies and procedures.
20. Meets the ADA physical requirements of the job as listed.

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.