



## Job Description

**Title: Facilities Superintendent**

**Reports To:** Executive Director

**Position Summary:** The Facilities Superintendent oversees, coordinates, and monitors the ongoing maintenance, upkeep, renovations, repairs, and facility functions of the Family Resource Center building, equipment, and grounds. This position is responsible for providing pertinent information to the Executive Director and the Board that will help ensure accountability of the Franklin County citizen's tax monies. This position performs administrative and office support activities, including maintaining records and coordinating office operations as it pertains to the Family Resource Center.

### Duties:

- Negotiate, implement, and manage contracts with outside vendors for facility services and ongoing maintenance needs for all facilities operated by the organization
- Adhere to budget for overall facility management and provide assistance in development of capital budget
- Plan, design, and assist with in-house construction projects in conjunction with the Executive Director
- Complete in-house construction projects, renovations, safety, emergency management, etc. as needed
- Keep tools maintained and inventoried
- Keep lawns and landscaping manicured
- Assist with the day-to-day operations of the Family Resource Center
- Interact with the general public and tenants of the Family Resource Center by assisting them as needed
- Other duties as seen fit by the Board of Directors and Executive Director after mutual consultation.

### Qualification Requirements:

- Experience: At least five years construction, safety, or management experience preferred
- Advanced skill-level in at least two (2) trades preferred
- Working knowledge of building blueprints preferred

- A valid driver's license
- Skills and Abilities: Apply common sense understanding to carry out instructions in written and oral form. Ability to communicate effectively both in written form and orally. Ability to solve problems. Ability to work independently. Ability to exercise discretion regarding confidential information.
- Equipment Usage: Ability to use a personal computer and related software, various hand tools, lawn maintenance equipment, etc.
- Must be willing to submit to and pass a background check

**Beginning Salary/Benefits:** \$41,600 per year, dependent upon experience and qualifications. Benefits package includes health insurance up to \$500 per month towards premium, dental insurance, Paid Time Off (PTO) beginning at 120 hours annually for the first year, holidays set forth under the Personnel Policies of Franklin County (currently 14 observed), and LAGERS retirement.

The FCCRB is an equal opportunity employer. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition.