

FEDERATION POSITION POSTING

HUMAN RESOURCES WILL BEGIN INTERVIEWING FOR THE FOLLOWING POSITION:

DEPARTMENT: Operations

POSITION: Assistance Facilities Director

LEVEL: 13

JOB POSTING DATE: August 2, 2023

SUMMARY OF JOB DESCRIPTION

Manage the operations of the Farm Bureau Center in the absence of the Facilities Director. To include, but not limited to being "on call 24/7" during and after hours to ensure proper maintenance and functioning of the facility. Solves problems, makes general maintenance/improvement repairs and/or coordinates outside contractors for necessary repairs. Assists with supervision of landscaping, custodial needs and personnel, security, and HVAC contractors. Installs modular components to office systems.

QUALIFICATIONS

- High school education **or** equivalent and minimum of five (5) years of experience in building maintenance and janitorial service.
- Must have or possess ability to acquire:
 - working knowledge of HVAC, emergency generator, UPS, and electrical repair.
 - diagnostic skills to make "on the spot" repairs.
- Ability to install modular components to office systems.
- Ability to recognize, troubleshoot and resolve problems.
- Ability to make general repairs and maintenance to facility and grounds.
- Ability to physically lift, carry, climb, crawl, bend.
- Ability to operate maintenance equipment, machinery, and tools.
- Proficient oral and written communication skills.
- Proficient PC skills to include use of various software packages.
- Interpersonal skills to supervise, work and relate with a variety of individuals.
- Personal skills including integrity, adaptability, ownership, pride, and accountability.
- Valid driver's license with acceptable driving record.

**QUESTIONS OR INQUIRIES SHOULD BE DIRECTED TO
THE HUMAN RESOURCES DEPARTMENT**

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