

Wood County Committee on Aging, Inc. Position Description

Position: **Facilities Coordinator (Full Time)**

Index Number: **203**

Reports to: **Finance Director**

Purpose: **Perform custodial services, maintenance, repair and general upkeep of the Wood County Committee on Aging's Wood County Senior Center and Production Kitchen while maintaining a clean and safe environment for the participants, guests, and employees.**

Responsibilities to include:

1. Oversee maintenance of physical operations of the Wood County Senior Center and Production Kitchen, including coordination of approved work projects.
2. Responsible for ensuring the cleanliness and sanitation of the entire Wood County Senior Center, in accordance with health and safety standards. Assist with cleaning at Production Kitchen, as assigned.
3. Oversee maintenance of vehicles and compliance with state regulations. This will include inspections of vehicles, minor maintenance of vehicles including checking of oil and other fluids, wiper replacement and tire inspection. Maintain vehicle maintenance log for all WCCOA vehicles in coordination with the Administrative Assistant. Additionally, scheduling the Ohio State Highway Patrol inspection of vehicles as needed/required.
4. Act as a liaison between WCCOA and contracted cleaning company.
5. Set-up and teardown of rooms /facility for all meetings, classes, and events held at the Wood County Senior Center.
6. Observe and report any conditions requiring attention or repair, to their supervisor.
7. Maintain clean, debris-free exterior building entrance areas and sidewalks (including snow/ice removal/salt application/leaf removal), as needed.
8. Provide bi-weekly, or more frequently as needed, vacuuming for all carpeted surfaces.
9. Perform routine maintenance and cleaning of restrooms, as assigned, including cleaning out blocked sinks and toilets.

10. Perform general grounds keeping maintenance, as assigned, including maintaining landscaping, cutting, edging, clipping, and trimming trees and bushes.
11. Assembles and installs new furniture and equipment. Lifts and moves, receives and unloads, desks, counters, shelving, filing cabinets and other materials for all WCCOA facilities.
12. Ensure annual inspections of fire/smoke alarms and fire extinguishers.
13. Transport recyclable materials bi-weekly, or as needed, from WCCOA's Wood County Senior Center and Production Kitchen, as assigned.
14. Perform preventative maintenance and inspections of equipment, including monthly elevator inspections, as needed and/or assigned.
15. Obtain ServSafe certification and remain compliant, available to fill in at the kitchen and all sites and routes on an as-needed basis to help prevent service disruptions.
16. Perform other duties, as assigned.

Qualifications and Essential Skills:

Education requirements: Minimum requirements require a high school diploma or GED equivalent. Must understand importance of maintaining sanitary standards for public venues. Must be a self-starter with the ability to assess and prioritize projects. At least 5 years of experience in building maintenance is preferred, or any equivalent combination of education and experience that provides the requisite knowledge skills and abilities for this job. Must have a demonstrated ability to operate large vehicles (does not require CDL).

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in the Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete the Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Requires lifting, bending, stooping, reaching, and standing for extended periods of time. Must be able to lift a minimum of 50 pounds. Requires a normal range of hearing and vision.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority but are requirements of the position.