

CLERMONT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

POSITION POSTING

(Applications for the following positions may be downloaded from the website at www.clermontdd.org or obtained in the Human Resources Department, located at the Thomas A. Wildey Center, 2040 St. Route 50, Batavia, Ohio between the hours of 8:00 a.m. and 4:00 p.m.)

AVAILABLE POSITION

FACILITIES & SAFETY COORDINATOR

40 hours per week; 255 days per year

IMMEDIATE SUPERVISOR

Assistant Director of Business Operations

DUTIES: (Summary Only)

Develops, schedules, & implements building maintenance programs & establishes work priorities; provides ongoing communication and interacts with higher level administrators as well as middle managers to assist them with planning & implementing facility needs. Responsible for maintaining accessibility plans and compliance with ADA, OSHA, CARF, Ohio DODD, ODH, and all required accreditations and regulations. Responsible for overall buildings and grounds maintenance programs (i.e., significant input into project priorities, monitors budget & coordinates maintenance & repair operations with contractors). Supervises Maintenance Workers, Custodial Supervisor, and/or custodial staff to ensure the maintenance, upkeep, & repair of the Board's buildings, equipment, & grounds including gasoline and diesel fuel tanks, HVAC systems, boilers, indoor swimming pool, and sewage treatment plant. Coordinates & arranges work schedules, inspects & monitors work performance of subordinates, schedules staff to remain within budgeted overtime, calls in staff for emergencies and may be called in for emergencies. Estimates repair &/or remodeling costs, prepares specifications & obtains bids; inspects completed projects for approval &/or disapproval; regularly inspects buildings, equipment & grounds to determine condition & to ensure compliance with applicable state & local building regulations; assists in budget preparation; approves &/or disapproves work orders; requisitions supplies, materials & equipment; maintains inventory control of equipment, supplies & materials for all department maintenance & repair; creates, maintains, and submits computerized records & reports including spreadsheets of work performed & materials used; maintains order & security associated with maintenance programs; acts in absence of supervisor. Provides input into capitol needs for facilities & exercises budgetary control for maintenance & repair programs; approves purchase of equipment & supplies; develops cost estimates; develops long range plans for entire maintenance operation; reviews specifications, proposals & contracts; monitors contracts & agreements; prepares progress reports of maintenance projects; resolves problems with administrators, managers, vendors, contractors, and inspectors.

Coordinates, monitors & evaluates occupational safety & health programs that assure accident & illness hazards are removed from work environments, implements new programs as needed; develops and conducts safety programs & training courses; coordinates safety & health inspections, identifies hazardous conditions, initiates corrective measures, coordinates compliance programs & assists in development of safety guidelines for removal of hazardous conditions. Investigates accidents & job-related injuries & employee complaints; provides technical interpretation of regulations & policies; attends meetings, seminars, & conferences.

Maintains files, records & all required documentation to reflect maintenance & repair programs activity (e.g., inspections; materials used; methods & procedures; maintenance services provided; inventory of parts & equipment; security & safety requirements); communicates with others to coordinate &/or implement changes; serves on committees (e.g., Safety, Long Range Planning), represents department at administrative staff meetings and conducts regular departmental staff meetings. Is "on call" for emergencies. Maintains regular and consistent work schedule; work schedule may be flexible and subject to change. Serves as primary contact from Superintendent during severe weather to ensure safe removal of snow and ice from sidewalks and parking lots prior to agency opening. Develops and demonstrates knowledge of current developments in field to maintain competency levels. Physical ability to lift, position and move equipment and furniture in a safe manner according to in-service training, using proper lifting techniques.

QUALIFICATIONS:

Bachelor's degree preferred; Associates Degree in Property Management, Business Management, Mechanical Engineering or related field from an accredited college/university, and minimum of five years of management experience in managing commercial facilities & building maintenance, industrial or environmental health, and safety principles, practices & regulations. Valid driver's license required. Successfully pass pre-employment BCII and FBI criminal background check, drug test, Abuser Registry check, and Nursing Registry check.

SALARY: Based on experience and education

POSTING DATE: 6/28/10

APPLICATION DEADLINE Until Filled

APPLY TO Clermont County Board of Developmental Disabilities
P.O. Box 156
Batavia, OH 45103
mlubbers@clermontdd.org