

SPRINGFIELD URBAN LEAGUE INC.

JOB DESCRIPTION

IN-HOUSE POSTING

TITLE: **Facilities Specialist**

PROGRAM: ALL

CLASSIFICATION: **Full Time/Non Exempt**

IMMEDIATE SUPERVISOR: **Facility and Transportation Manager**

JOB SUMMARY

Under general supervision, the Facilities Specialist is responsible for performing internal and external repairs, preventive maintenance work, and a wide variety of repairs to building and facility equipment, fixtures and systems that support the cleanliness and security of affiliate facilities. This would include but is not limited to heating and cooling, roofing, plumbing, electrical, deep cleaning, painting and equipment repair. Typically performs work in several of the common maintenance trades such as carpentry, plumbing, painting, electrical, and/or machine & equipment repair.

ESSENTIAL FUNCTIONS:

1. Maintains function and reliability of facility systems and associated equipment by implementing a preventive maintenance program; operating and testing systems and equipment; restoring, repairing, rebuilding, or replacing faulty or inoperative components and parts.
2. Improves function and reliability of facility systems and associated equipment by studying performance results; identifying, recommending, and implementing changes, expansions, and additions.
3. Maintains safe and healthy work environment through performing observations of facilities by following standards and procedures; complying with legal codes and State of Illinois regulations.
4. Supervise staff and ensure facility projects are completed in a timely and detailed manner.
5. Accomplishes maintenance human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning and monitoring.
6. Traveling to affiliate building locations to perform building and maintenance repairs pursuant to immediate supervisor's direction.
7. Daily janitorial assignments will be assigned.
8. Provide floor maintenance to carpet and tile areas monthly as requested, including but not limited to execution of flooring repairs.
9. Clean windows on the exterior and interior as needed.
10. Ensure the coordination of or through the direct cleaning and/or clearing of ice/snow of facilities sidewalks.
11. Ensure that outside areas and grounds around agency facilities and parking lots are clean and free of debris.
12. Opening and closing of facilities by disabling and enabling facility security alarm systems

MARGINAL DUTIES

1. Sign in/out daily when arriving and departing any Springfield Urban League facility.
2. Document and ensure all facility maintenance equipment is properly stocked with non-expired items.
3. Attend all required staff meetings and training as directed by supervisor.
4. Perform all related duties as assigned by supervisor.

NON-ESSENTIAL FUNCTIONS

1. Additional duties and responsibilities may be assigned.

QUALIFICATIONS:

1. Must have reliable transportation.
2. Must be punctual and willing to work a flexible scheduling, including but not limited to nights, weekends and holidays.
3. Ability to pass a medical examination certifying freedom from communicable diseases and illegal substances.
4. Must have a positive attitude towards supervisory direction.
5. Must be able to utilize a computer with knowledge in Excel, Word and Email Software.
6. Candidate must have certifications or received Higher Education in the field.

Please submit a Letter of Interest to the Office of Human Resources, Springfield Urban League, Inc. – 100 North 11th Street, Springfield, IL 62703 by Wednesday, September 26, 2018.

The Springfield Urban League is an Equal Opportunity Employer: