

**POSITION TITLE:** Facilities Supervisor

**CENTER:** Business, Policy & Operations

**BARGAINING UNIT:** Exempt

**AUTHORITY AND RELATIONSHIP:** Reports to the Chief Financial Officer

**JOB SUMMARY:** The Facilities Supervisor will perform general preventive maintenance, execute corrective repair and take effective safety and security measures of the MSEA headquarters building and grounds. This position monitors building systems operations and performance. Depending on the skill and credentialing required for repair, the Facilities Supervisor will determine the trade skill necessary in the areas of carpentry, plumbing, electrical, painting, roofing, heating and cooling. The work schedule is generally Monday through Friday, but will include some evenings, weekends and overnight events to accommodate work projects and special assignments.

**RESPONSIBILITIES:**

1. Supervise the maintenance and security of MSEA Headquarters and grounds. Perform maintenance and repairs to grounds, equipment and furniture, as well as disposal of, for MSEA Headquarters and other Association facilities on items that are not contracted out. Comply with all applicable codes and regulations as mandated by local and state jurisdictions;
2. Lead in the evaluating and maintaining of safety and security standards as it relates to the control of equipment and building access, fire safety, Americans with Disabilities Act, Standards for Ergonomics, and OSHA;
3. Serve as primary contact for emergency calls and respond appropriately;
4. Oversee the Headquarters cleaning service provider;
5. Operate heating, air conditioning and other building operation equipment as required and requested;
6. Coordinate and/or supervise staff office moves, building configurations and renovations. Purchase furniture, office equipment and supplies where applicable;
7. Order, purchase, distribute and control office and kitchen supplies. Replenish and maintain supplies for the dining area and kitchenettes on each floor;
8. Provide support and set-up for headquarters and offsite meetings and events;
9. Provide assistance with MSEA Convention planning, logistics, and operations;
10. Recommend, review, and monitor facility related contracts;
11. Review and provide initial level of approval of facility related invoices;
12. Coordinate Headquarters' records retention;
13. Assist with the purchase, maintenance, and sale of MSEA-owned vehicle(s);
14. Make deliveries to post office and banks as needed; and
15. Perform other duties as assigned.

## **QUALIFICATIONS:**

1. Associate degree (AA) or equivalent from two-year college or technical school;
2. Minimum of four years commercial building operations experience in troubleshooting and repairing installed systems to include: plumbing and electrical systems, plumbing, carpentry, kitchen equipment, roofs, drains and HVAC;
3. Ability to oversee long-term commercial building renovation projects;
4. Knowledge of Maryland state and local commercial codes and ordinances;
5. Ability to read and interpret blue prints and technical manuals;
6. Experience with records retention systems;
7. Proficient in Microsoft Office Suite and intranet/internet;
8. Effective interpersonal and communication (oral and written) skills;
9. Ability to work independently and collaboratively as part of a team;
10. Ability to analyze tasks and complex problems and to choose an appropriate course of action;
11. Ability to use sound judgment for decision-making and follow through on assigned tasks;
12. Ability to prepare routine correspondence and reports independently, respond to common inquiries or complaints from staff and management, and effectively present information to an internal department and/or an audience of managers or other senior officials;
13. Ability to calculate intermediate figures such as percentages, discounts, commissions, and conduct simple financial analysis;
14. Ability to organize and manage multiple projects simultaneously;
15. Ability to prepare routine correspondence and reports independently, respond to common inquiries or complaints from staff and management, and effectively present information to an internal department and/or an audience of managers or other senior officials;
16. Ability to exercise discretion when handling confidential information; and
17. Has or is able to obtain and maintain a driver's license that complies with the State of Maryland.

## **SALARY**

Starting salary \$45,000 to \$55,000

Commensurate with experience

## **ADDITIONAL QUALIFICATIONS:**

### **Certifications and Licenses**

**Certification in the following areas is desirable: HVAC, electrical systems, plumbing, or carpentry. Certifications/licenses as may be required by local or state jurisdictions. CDL license is a plus.**

### **Physical Requirements**

**Physical requirements include stooping, standing, walking, climbing stairs and ladders and ability to lift and carry loads of 50lbs or more.**