



Facility Supervisor - Maryland State Education Association (MSEA)

Maryland State Education Association (MSEA) is the Maryland affiliate of the National Education Association (NEA). MSEA is a union and professional association headquartered in Annapolis, Maryland representing 76,000 educators and school employees working in Maryland's public schools. MSEA is dedicated to improving the teaching and learning experience; negotiating professional compensation and advocating for increased education funding and working conditions for public school employees; promoting academic achievement for all students; and protecting labor, civil and human rights for all.

JOB SUMMARY: The Facility Supervisor performs general preventive maintenance, executes corrective repair, and takes effective safety and security measures for the MSEA headquarters building and grounds. This position monitors building systems operations and performance. Depending on the skill and credentialing required for repair, the Facility Supervisor will determine the trade skill necessary in the areas of carpentry, plumbing, electrical, painting, roofing, heating, and cooling.

DUTIES & RESPONSIBILITIES:

- Supervise the maintenance and security of MSEA headquarters and grounds. Perform maintenance and repairs to grounds, equipment, and furniture, as well as disposal of same, for MSEA headquarters and other association facilities on services that are not contracted out. Comply with all applicable codes and regulations as mandated by local and state jurisdictions.
- Oversee evaluation and maintenance 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.
- Provide support to building renovation project overseen by external general contractor.
- Serve as primary contact for emergency calls and respond appropriately.
- Oversee the MSEA headquarters cleaning service provider.
- Oversee operation of controlled heating, air conditioning and other building equipment as required and requested, assessing the need to engage an independent contractor when appropriate.
- Coordinate and/or supervise staff office moves including configurations and installation, recommending general maintenance and purchase of furniture and equipment when appropriate.
- Maintain building equipment and furniture inventory.
- Request, distribute and control office and kitchen supplies maintaining adequate inventory in each area.
- Provide support and set-up for MSEA headquarters and offsite meetings and events.



- Provide assistance with MSEA representative assembly planning, logistics, and operations.
- Recommend, review, and monitor facility related contracts.
- Review and provide initial level approval and submission of facility related invoices.
- Coordinate and oversee headquarters' records retention storage area and inventory.
- Make deliveries to post office and banks as requested; and Perform other duties as assigned.

QUALIFICATIONS:

- Associate degree (AA) or equivalent from two-year college or technical school.
- 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.
- Knowledge of Maryland state and local commercial codes and ordinances.
- Ability to read and interpret blueprints and technical manuals.
- Experience with records retention systems.
- Proficient in Microsoft Office Suite and intranet/internet.
- Effective interpersonal and communication (oral and written) skills.
- Ability to work independently and collaboratively as part of a team.
- Ability to analyze tasks and complex problems and to choose an appropriate course of action.
- Ability to use sound judgment for decision-making and follow through on assigned tasks.
- 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.
- Ability to calculate intermediate figures such as percentages, discounts, commissions, and conduct simple financial analysis.
- Ability to organize and manage multiple projects simultaneously.
- 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.
- Ability to exercise discretion when handling confidential information.
- Physical requirements include stooping, standing, walking, climbing stairs and ladders and ability to lift and carry loads of 50lbs or more.



- Has or can obtain and maintain a driver's license that complies with the State of Maryland.

ADDITIONAL QUALIFICATIONS:

- 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.

Compensation

Starting salary: \$65,647 accompanied by a generous benefits package
Date of Employment: As soon as possible
Submission deadline: Open until filled
Email address: careers@mseanea.org

Interested applicants should submit a resume, cover letter and employment application to the MSEA Careers website. Applications can be found on the marylandeducators.org website. All applications must be typed.

MSEA is an EQUAL OPPORTUNITY EMPLOYER.

MSEA is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at MSEA are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.