

Alice Aycock Poe Center for Health Education

Job Description

Position: Facilities Operations Maintenance Specialist (Part-Time)

Reports To: Executive Director (ED)

Position Summary:

Under the direction of the Executive Director (ED), the Facilities Operations Maintenance Specialist supports the day-to-day operations of the facility. The Facilities Operations Maintenance Specialist performs unskilled and semi-skilled maintenance, repair, adjustment, and minor construction work in the basic trades to ensure that facilities are properly maintained and meet safety standards. He/She/They coordinates the completion of larger and more complex assignments with vendors. Duties may fall into a variety of trades areas, including carpentry, painting, plumbing, electrical, mechanical, fire and life safety and locks. The Facilities Operations Maintenance Specialist is expected to maintain a high level of professionalism as they work with vendors, repair/maintenance personnel, other members of staff, and the Board of Directors. The Facilities Operations Maintenance Specialist helps to create and maintain smooth day-to-day operations of the Center.

Qualification Requirements:

- Ability to make independent decisions and manage various responsibilities with minimal supervision.
- Proven organization and time management skills.
- Ability to assume responsibility, prioritize, and meet deadlines.
- Ability to work effectively as a flexible team member.
- Ability to successfully work in a diverse workforce.
- Strong commitment to the Poe Center mission and values.
- Demonstrates excellence in written, oral, and interpersonal communication skills.
- Mastery of the Microsoft Office software systems and G-Suite preferred.
- One year of general work experience, including trades or labor, or custodial work. Education or training in the facilities maintenance trades may substitute for work experience.

Major Duties and Responsibilities:

- Point person for the day-to-day maintenance and operations of the facility.
- Lead preventative maintenance initiative for building systems.
- Point person with capital facility projects that the Poe Center will undertake.
- Identify repair and maintenance projects requiring the assistance of contractors or vendors; gathers information as directed to assist in estimating/evaluating project costs. Works with Scheduling/Operations Director to coordinate vendors based on schedule of availability.

- Updates and maintains the Maintenance and Operations Reserve Study in collaboration with the ED, Scheduling/Operations Director, and BOD Operations Committee.

Other Duties and Responsibilities:

- Be responsive to the needs of other staff and Board volunteers as time and expertise allows.
- Other assignments as directed by your supervisor.