

Mount Ararat Community Activity Center

Job Announcement

Position: DIRECTOR OF FACILITIES & MAINTENANCE

Classification: Full-time – Exempt

To apply: Send resume' and cover letter to: MACAC @ 271 Paulson Avenue, Pittsburgh, PA 15206 or email to jobs@macac-inc.org. No phone calls please.

Reports to: Executive Director.

Job Responsibilities

- Directs department operations (e.g. budgeting, safety programs, OSHA / TOSHA, site repairs/construction, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Develops long and short range maintenance plans/programs (e.g. emergency response plans, energy management plans, annual budget, etc.) for the purpose of ensuring that MACAC resources are effectively utilized.
- Directs projects (e.g. site repairs/construction, preventive maintenance, etc.) for the purpose of ensuring completion within established time frames, project design and budget.
- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; ensures specifications for major capital improvements are within local/state/federal regulations; and approves inspection reports and payment requests.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Researches new products, laws, regulations, etc., for the purpose of recommending purchases, contracts and maintaining MACAC services.
- Develops a preventative maintenance program for the purpose of ensuring facilities are maintained in a safe condition.
- Assists the Executive Director and other Senior Staff with building security for the purpose of ensuring the integrity and operational order of locks, doors, and windows.
- Responds to emergency situations during and outside of standard hours for the purpose of resolving immediate safety concerns.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the Facilities & Maintenance Department.

Job Requirements

Skills

- Appropriate to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Specific skill-based competencies required to satisfactorily perform the functions of the job including: perform on-site inspections of new construction, alterations and repairs; adhering to safety practices; handling hazardous materials; operating equipment used in the building trades and planning and managing projects.

Knowledge

- Appropriate to read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job including: applicable codes related to the development, maintenance and construction of facilities; methods, practices, equipment, and supplies used in the building trades; State and local building, safety and health codes; occupational hazards and safe work practices of the building maintenance trades; and health standards and hazards.

Ability

- Appropriate to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment.
- Flexibility to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods.
- Work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment.
- Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate.
- Plan, organize and administer a Facilities & Maintenance Program; direct, supervise and train staff; establishing and maintaining effective working relationships; meeting deadlines and schedules; working as part of a team; being attentive to detail and displaying tact and courtesy.

Additional Requirements

- Minimum of High School Diploma.
- Job related experience with increasing levels of responsibility.
- Minimum of five years maintenance/facilities supervision experience.
- Appropriate maintenance/facilities certifications.
- Act 33, Act 34 & FBI clearances.
- Valid Pennsylvania driver's license.
- Must have or obtain CDL driver's license.
- Ability to lift 100 lbs

Compensation/Benefits:

- Salary range: \$40K-\$60K (Based on education and experience)

- Medical, Dental, Vision, Life, Short & Long Term Disability