



8484 Olde Eight Road, Northfield Center Township, Ohio 44067-2494

Phone: (330) 467-7646

TRUSTEES

Russell F. Mazzola

Richard Patz

Richard H. Reville

FISCAL OFFICER

Andy LaGuardia

DIRECTOR OF SERVICES

Tim Black

Web Site: www.northfieldcenter.com

INTERIM ZONING INSPECTOR

Job Description --- Facilities Manager

Approved by: Resolution _____
This is a full-time permanent position

SUMMARY:

Under the general supervision of the Director of Services and the Township Trustees, the Facilities Manager is responsible for maintenance and repair of all Township equipment, buildings, parks and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluation of township equipment, buildings and parks
- Develop an action plan to ensure proper maintenance/repair of facilities, equipment and other property owned or leased by the Township
- Implement or supervise required work as directed by the Director of Services and the Township Trustees
- Maintenance of all Township owned or leased equipment
- Maintenance of Township owned or leased buildings
- Maintenance of Township owned parks
- Snow and ice removal – 24-hour availability
- Meet with residents or groups to discuss, plan, organize, or initiate any activity pertinent to the Township's facilities
- Maintain information, records, reports as required by the Director of Services and the Township Trustees
- Attend meetings as required
- Other duties as assigned by the Director of Services and the Township Trustees including but not limited to leaf collection, maintenance and repair of properties and equipment including cameras and computers, etc.

SUPERVISORY RESPONSIBILITIES:

- Supervise activities of personnel on assigned crews as directed by the Director of Services and the Township Trustees

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to physically perform, and have the requisite experience, knowledge and skills to perform, each essential duty satisfactorily.

The requirements listed below are representative of the experience, knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE:

- High school diploma or equivalent
- Knowledge of how to operate, maintain and repair heavy equipment
- Knowledge in use of tools and equipment including cameras and computers
- Knowledge of building maintenance

CERTIFICATES, LICENSE, REGISTRATIONS:

- Valid Ohio driver's license, and must otherwise meet all requirements of the Township's insurance policies
- CDL license – within 6 months of hire

LANGUAGE SKILLS:

- Ability to read, analyze, interpret common manuals, technical journals, construction drawings, legal documents and financial reports
- Ability to respond to common inquiries or complaints from residents, regulatory agencies, members of the business community, or the Board of Trustees
- Ability to effectively present information to the Trustees, public groups or government agencies

MATHEMATICAL SKILLS:

- Ability to work with math concepts and apply practical solutions

REASONING ABILITY:

- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

OTHER SKILLS:

- Ability to encourage, motivate and lead personnel to achieve good work objectives
- Ability to use specific tools and machines and to train others in their use

PHYSICAL DEMANDS:

To successfully perform essential functions of this job, employee is regularly required to stand, walk, sit, use hands and arms, climb, balance, stoop, kneel, crouch, crawl, talk, hear, taste and smell

Employee must occasionally lift and/or move a minimum of 50 pounds. Specific vision abilities needed to include close, distance, color, peripheral vision, depth perception, and ability to adjust focus

WORK ENVIRONMENT:

While performing this job, employee occasionally works near moving equipment; in high places; in low lying areas or ditch structures, and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat and risk of electrical shock.

Noise levels are usually loud given the nature of the work environment.