

## **OPPORTUNITIES, INC. JOB DESCRIPTION**

**Job Title:**         **DIRECTOR of MAINTENANCE and FACILITIES**

### **General Description of Duties:**

Responsible for managing all areas of maintenance and janitorial operations. Serve as Disaster Security. Exempt position.

### **Qualifications Required:**

**Knowledge, Skills, Abilities:** Communication; Computer; Organizational; Regulatory requirements related to health and safety issues; Write policies and procedures  
**Certification/License:** Annual TB Skin Test; Valid Driver's License, Current auto insurance; Forklift Operator Certificate

### **Qualifications Preferred:**

**Knowledge, Skills, Abilities:** Analytical and problem solving; Read and interpret regulations  
**Certification/License:** Van training, Defensive Driving; CPR/First Aid  
**Education:** High School Graduate or equivalent  
**Experience:** Two years in related field  
**Benefits:** See Personnel Policy 301  
**Salary/Pay Scale:** See Personnel Policy 212

### **Major Responsibilities and Duties:**

Become knowledgeable of regulations and standards relating to health and safety requirements of Texas and Arkansas program standards.  
Be knowledgeable of lawn care, painting, and carpentry work, equipment, general maintenance activities, and of facilities.  
Oversee all aspects of maintenance including scheduling of major, routine and preventative maintenance procedures; coordination of maintenance repairs; completion of work orders; performance of minor repair work; heavy cleaning tasks; grounds and garden care; and the maintenance of equipment in proper working order.  
Ensure purchasing of maintenance and janitorial supplies.  
Work within an approved budget.  
Supervise forklift certification training.  
Assure compliance of all regulations relating to facility inspection, maintenance, and landscaping.  
Coordinate and assist with set-up and clean-up of various activities, unloading and storage of food products, and movement and storage of furnishings as needed.  
Coordinate use of storage facilities.  
Provide training on inspection, use and maintenance of Personal Protective Equipment.  
Conserve agency resources.  
Be available 24/7 on an "on-call" basis at all Opportunities sponsored locations, as scheduled. Data Phone issued for constant availability and communication.  
Perform special projects and develop policies and procedures as assigned.  
Prepare statistical reports, correspondence, and other data as required.  
Participate in training, in-services, conferences, and seminars as requested.  
Follow directions of supervisor, performing other duties as assigned.  
Assist with Health & Safety Committee and annual plan revisions.  
Assist with Incident Committee.

### **Physical Requirements:**

Communication - English speaking	Reaching overhead and in front of body	Walking for short distances
Driving vehicles	Sitting for 1-2 hours consecutively	
Hearing for driving	Standing for 3-4 hours consecutively	
Lifting up to 100 lbs.	Stooping, kneeling, bending, twisting, crouching	
Pushing/pulling up to 100 lbs.	Use of hand, wrist, fingers	
Ability to operate machinery/equipment	Vision for driving and reading	

**Responsible to:** Chief Operating/Compliance Officer

**Supervision of:** Maintenance and Janitorial personnel

*Performance evaluations are conducted annually. The employee and supervisor use this job description to help evaluate employee performance. At the time of evaluation, the job description is modified if employee job tasks have changed. I have read and discussed this job description with my supervisor and have been given opportunity to ask questions concerning it.*

\_\_\_\_\_  
*Staff Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor Signature*

\_\_\_\_\_  
*Date*