



<b>EXTERNAL JOB POSTING</b>	
<b>Date Position Posted:</b>	March 30, 2018
<b>Job Title:</b>	Facility Coordinator
<b>Civil Service Classification:</b>	53113/Maintenance Repair Worker 3
<b>Pay Range:</b>	Min. \$15.32/hr. – Max. \$21.16/hr. <i>(Consideration for experience as permitted by Civil Service Law)</i>

**Summary of Job Duties and Preferred Skills and Abilities**

The Facility Coordinator is responsible for maintenance and custodial duties for Marion County Job & Family Services. This position will also collaborate with external vendors to expedite repair and maintenance projects. The Facility Coordinator actively supports the agency mission of maintaining a clean, safe, and productive work environment.

General duties include conducting daily rounds to inspect the building to ensure cleanliness and safety for staff and customers; makes minor repairs. Performs daily cleaning throughout the entire building. Responsible for building exterior upkeep and oversees and performs seasonal weather response. Must be available for off shift hours as necessary.

Candidate must possess a knowledge of general building maintenance and repair (e.g., occupational health and safety rules, skill with hand/power tools). The ability to read and comprehend information and understand technical manuals and instructions. Computer skills (including, but not limited to MS Office including MS Outlook and county inventory software).

Specific experience in commercial, industrial, or governmental building maintenance is a highly preferred.

**Minimum Civil Service Qualifications**

- 12 Months experience as a Maintenance Repair Worker
- OR**
- Formal education in arithmetic that includes addition and subtraction, and reading and writing common English vocabulary.
  - 12 months training or 12 months experience with maintenance repair related work (e.g., basic electrical, plumbing, carpentry & use of associated hand tool & power tools).
  - Valid Ohio driver’s license.

*Candidates must document training, experience, and education to demonstrate meeting minimum qualifications.*

***This posting will expire on April 13, 2018***

Employment applications can be obtained at the MCJFS office or from the website, [www.mcjfs.com](http://www.mcjfs.com).

**The employment application and resume are required for consideration.**

In addition to the oral interview, skill-based assessments may be part of the selection process.

**Marion County Job & Family Services  
363 W. Fairground St.  
Marion, Ohio 43302-1759  
Fax: 740-387-2175 Attention: Human Resources  
Equal Opportunity Employer**

<b>AGENCY EMPLOYEE BENEFITS</b>	
Medical Insurance Options (Health, Dental, Vision)	Ohio Public Employees Retirement System County & State Deferred Compensation Programs
Life Insurance	Employee Assistance Program
Sick Leave	Staff Development & Employee Enrichment Activities
Vacation	Flexible Work Hours
Holidays/Personal Days	Direct Deposit