

VILLAGE COUNCIL

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VILLAGE OF FRIENDSHIP HEIGHTS

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Job Description

FACILITIES MANAGER

Summary

Under the direction and supervision of and evaluation by the Village Manager, the Facilities Manager is responsible for the overall operation and maintenance of the Village Center building.

Specific duties include but are not limited to:

1. Monitor and make recommendations as needed regarding upkeep of Village Center facility, equipment, building systems and grounds.
2. Schedule and supervise Village maintenance staff.
3. Maintain inventory of maintenance equipment, maintenance supplies, office equipment, and office supplies.
4. Maintain Village filing system, both paper and digital.
5. Assist with Village Center special events as needed, including coordinating additional maintenance workers and volunteers.
6. Prepare correspondence, reports, notices etc., and carry out other office tasks as directed by the Village Manager.
7. Provide technical assistance on office equipment, computers and networks as needed.
8. Coordinate Center rental requests and follow up with contractual procedures as needed. Arrange for maintenance coverage; supervise event when necessary.
9. Assume such special responsibilities as the Village Manager shall direct.

The Personnel Policies and Procedures established by the Council and any other directives or guidelines established by the Council are incorporated herein by reference.