

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Facilities Coordinator

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 7 N 31st Street
Billings, MT

RATE: \$15.15 - \$19.26 DOE

HOURS: M-F; 40 hours a week

DUTIES: See Job Description

OPENING DATE: Immediately

CLOSING DATE: Until filled

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form With
Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

**POSITION DESCRIPTION
HUMAN RESOURCES DEVELOPMENT COUNCIL**

POSITION IDENTIFICATION

Functional Job Description Title: Facilities Coordinator	Department/Program: Facilities
Reports To: Maintenance Director	FLSA Status: Non-exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Human Resources	Revision Date: January 2020

POSITION SUMMARY

Under the supervision of the Maintenance Director and in accordance with the direction and mission of District 7 HRDC, the Facilities Coordinator is responsible for the maintenance and cleanliness of the agency facilities, providing a safe environment for clients and staff.

MISSION OF ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL JOB FUNCTIONS

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

1. Coordinates closely with Maintenance Director to ensure effective operation of work is being accomplished. Partner with HRDC management and/or contact appropriate vendors to ensure that building repairs and maintenance are completed in a timely and cost-effective manner.
2. Ensure compliance with health and safety regulations by following procedures and product specifications for the safe use of all chemical cleaners, solutions, power equipment, etc.

3. Requisition supplies and equipment needed for cleaning and maintenance duties.
4. Evaluate building and property components on an on-going basis. Recommend and implement authorized changes and repairs.
5. Monitor building security and safety. Along with Maintenance Director, serves as a point of contact for building emergencies, including on nights, weekends and holidays.
6. Clean facilities including: servicing restrooms, sweeping, mopping, vacuuming, dusting, emptying trash, etc.
7. Remove snow from sidewalks and parking areas using snow blowers and/or shovels. Spread snow melting chemicals as needed.
8. Set up, arrange, and remove decorations, tables, chairs, ladders and scaffolding to prepare facilities for such things as banquets and meetings.
9. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
10. Perform minor repairs and maintenance as directed by supervisor.
11. Perform routine landscaping as needed.
12. Active member of the agency Safety Committee.
13. Complete special projects as assigned. Perform other duties assigned and determined to be productive and efficient for the continuing improvement of the Agency.

Additional Knowledge, Skills and Abilities:

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates professionalism in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.

 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.
 - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.

- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School Diploma or GED, and two or more years of work related experience; or equivalent combination of education and experience.

OTHER SKILLS and ABILITIES:

Must have thorough knowledge of maintenance procedures. Strong organizational, listening and communication skills are required. The employee must be a team player to ensure overall program success. Must have the ability to work independently.

Knowledge of safety requirements for construction and related industries and knowledge of HVAC systems helpful.

License and Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 50 pounds manually and by using hand trucks; position oneself to move around office furniture and move from one office to another; frequently communicate with other HRDC employees in person.

WORK ENVIRONMENT

While performing the duties of this job, the employee may be required to work at various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. Employee is exposed to the weather conditions prevalent at the time. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature

Date

Supervisor Signature:

Date: