

EMPLOYMENT OPPORTUNITY

Position:	Facilities Coordinator
Department:	Head Start/Early Head Start
Reports to:	Head Start Director
Job Summary:	Under general direction, plan, coordinate and facilitate the housekeeping, maintenance, and repair of buildings and parking structures; coordinates all activities of building maintenance and grounds for all sites (e.g., lawn care, snow removal, housekeeping, building security, repairs, HVAC, etc.); oversees maintenance, repair and installation work performed by outside contractors; responsible for compliance with zoning and building codes. Attend seminars, conferences, workshops as needed.
Requirements:	Completion of college education with a two year degree in Business Administration and a minimum of two (2) years' experience in building maintenance and repair, property management, or equivalent related experience. State of Ohio Driver's License and transportation; weekends as needed and/or required; fingerprint and background checks conducted, Summit County residency required within twelve (12) months of hire.
Pay Rate:	\$17.54 - \$21.93 per hour; Commensurate with experience (Pay Grade 25)
Benefits:	Medical, Life, Dental, Prescription, Vision, 403-b Retirement Plan with employer matching, Paid Holidays, Employee Assistance Program and other benefits as applicable to work classification
Classification:	Full-time
Work Schedule:	Year Around
FLSA Status:	Exempt
POSTING DATES	05/15/2017 – 05/22/2017
Send Resume/ Application to:	Akron Summit Community Action, Inc. Human Resources Department 55 East Mill Street, Akron, Ohio 44308 <i>Or</i> , E-mail resume to resumes@ascainc.org

NO PHONE CALLS. Applicants selected for an interview will be contacted. Applications/resumes are kept on file for 6-months.

For employment opportunities and other agency information visit www.ascainc.org

EOE