



NOW HIRING
Facilities Coordinator
October 20, 2023

The Hub... on Smith is accepting applications for the position of Facilities Coordinator. We are looking for a skilled, detail-oriented person to oversee the maintenance of our facilities and grounds. Join our team.

This position is full-time, and the starting salary is \$47,000 per year depending on qualifications and experience. Full-time employees at The Hub... on Smith enjoy paid time-off, health benefits, Wyoming Retirement, paid holidays, and flexible schedules.

Qualified applicants may deliver or mail their application, resume, and three work references to The Hub on Smith, c/o Human Resources, 211 Smith Street, Sheridan, WY 82801 or email scossel@thehubsheridan.org. Applications will be accepted until the position is filled. The Hub... on Smith is an equal opportunity provider, and an "EEO" & "At Will" employer.

Thank you for your interest in employment with The Hub... on Smith.

Best,

Sheree Childers-Cossel
Director of Human Resources

SENIOR CITIZENS COUNCIL JOB DESCRIPTION

POSITION: Facilities Coordinator
LOCATION: 211 Smith Street
Sheridan, WY 82801
REPORTS TO: Director of Operations

Summary: Under general supervision, facilitates the maintenance, upkeep, and safety of The Hub on Smith and Day Break buildings and grounds located at 211 Smith Street. Maintenance duties may extend to other Senior Citizens Council maintained buildings and grounds as needed.

Essential Job Functions Include:

- Orders janitorial supplies, coordinates ordering with Kitchen Manager
- Dusting furniture and woodwork in public areas
- Maintenance of light fixtures
- Washes windows
- Floor care, as needed
- Sets up and puts away chairs and tables as needed, coordinating with Front of House Manager and Fun and Wellness Coordinators.
- Evaluates and prioritizes cleaning tasks based on need and communicates to contracted cleaning services
- Works with Risk Management Manager to maintain the Safety Data Sheets (SDS) instruction manual. Follows manufacturer instructions for cleaning supplies usage and storage
- Works with staff during special events to coordinate cleaning duties, providing assistance as needed
- Performs repairs and preventative maintenance on all facilities
- Manages contracts and contracted services that pertain to the maintenance of the facilities
- Monitors restrooms, offices and storage rooms and perform maintenance procedures as required to ensure safe conditions
- Completes reports as required
- Responds to emergency after-hours problems and alarms.
- Completes daily, bi-weekly, weekly, and monthly preventative maintenance task lists.
- General repair tasks include: plumbing, HVAC, low voltage electrical, painting, woodworking, etc..
- Monitors and maintains equipment and operating and cleaning supplies

MAINTENANCE/GROUNDS

- Responsible for building maintenance and repair at The Hub on Smith, Goose Creek Transit Bus Barn, Urban Thrift, and other Hub locations as needed

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- Will work with supervisor to identify, assess and prioritize maintenance issues – fixing problems or communicating with service personnel and vendors for more demanding maintenance needs
- Changes light bulbs and furnace and HVAC filters, puts water down drain bathrooms, sets out shovels & fills salt buckets during winter, hangs picture frames &/or other lightweight objects

Essential Job Functions Include, continued:

- Assists with testing of emergency lights on a monthly basis – maintains a log
- Outdoor duties may include mowing grass, sidewalk snow removal and maintenance, sweeping and cleaning sidewalk

CUSTODIAL/MAINTENANCE

- Adheres to OSHA standards and requirements
- Collaborates as part of the Risk Management Team
- Strictly follows the organization's procedures in case of an accident
- Adheres to policy and procedures on confidentiality
- Maintains record keeping for the area as required
- Works independently and in cooperation with others
- Communicates and works with customers and fellow staff members in a respectful manner
- Assures that safety and customer service are priorities in decision making
- Reports concerns of health and safety regarding the building, an individual or the program to supervisor immediately
- Other duties as assigned

Physical Demands:

- Frequently transfers, lifts items up to 50 lbs. and positions objects
- Constantly bends, squats, walks and reaches
- Often communicates and exchanges information with others
- Regularly observes and assesses areas for quality

Special Knowledge, Skills and Abilities:

- Initiative and ability to work independently
- Able to problem solve and remain flexible as circumstances change
- Ability to effectively communicate, both orally and in writing

Minimum Qualifications:

Possesses a high school diploma and has two years of custodial and/or maintenance experience.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Senior Citizens Council is an equal opportunity provider and an equal employment opportunity and at will employer