

NOTICE OF AVAILABLE POSITION

POSITION TITLE: Facilities Manager

BEGINNING SALARY RANGE: \$68,500 - \$105,137 – Salary based on related experience.

POSITION DESCRIPTION: Oversees Board facilities, including all daily functions of facilities, grounds, and equipment. Works with Superintendent on capital repairs/renovations of Board facilities. Serves as Board liaison with agencies that have lease agreements with the Board, including Marimor Industries, Inc. and the Allen County Educational Services Center. Ensures the Board's physical facilities and grounds are structurally sound, safe, and secure. Ensures Board equipment is well-maintained, safe and inventoried. Chairs the Safety Committee. Directly supervises two Custodial Workers, one Custodial Worker (Part Time) and Substitute Custodial Workers. Oversees the Board's vehicle fleet.

DUTIES:

1. Coordinates and manages a broad range of building maintenance activities, such as, equipment and supply purchases, fleet, fire/security monitoring, preventative maintenance and cleaning/sanitization. Completes regular safety inspections and drills on all aspects of Board facilities. Works closely with the Director of Business and the Superintendent on prevailing wage and the recommendation of capital projects. Provides oversight and regular check-ins with contractors once capital projects are in progress.
2. Performs preventative maintenance and minor electrical, plumbing, H.V.A.C. and equipment repairs. Replaces ballasts, light fixtures, motors, fans, switches, lights; repairs or replaces plumbing fixtures including sinks, toilets, pipe systems, and general devices. Receives maintenance requests from Board employees and ensures work is completed. Orders appropriate custodial/maintenance supplies. Coordinates quotes and work for repairs or improvements that cannot be completed by the Facilities Manager.
3. Provides leadership, supervises, and trains the Custodial Workers. Makes recommendations regarding hiring, promotion, discipline and removal of personnel. Establish and maintain effective working relationships with custodial employees, all Board employees, tenants and contractors. Interacts courteously with the public, architects and inspectors.

4. Coordinates safety activities of the Board, ensuring compliance with all local, state, and federal safety-related rules and regulations, and policy and procedures of the Board. Perform Safety Committee, internal/external inspections and maintaining compliance. Chairs the Safety Committee, keeping detailed records of safety inspections, and submitting reports to the Superintendent. Recommends members to the Superintendent annually. Assists with review, revision, and implementation of the Emergency Operations Plan (EOP). Ensures a process for regular safety inspections and drills for all Board facilities.
5. Maintains lease agreements and records for Marimor Industries, Inc., Allen County Educational Services Center. Maintains the master schedule of shared space in the 2550 Building for the Board and ESC activities. Coordinates Program Reservation and Board Usage applications. Works closely with the Superintendent on lease agreements with Board tenants and works closely with the Director of Business on making recommendations regarding capital needs for Board facilities.
6. Maintains contract with Enterprise for the leased fleet. Coordinates repairs, oil changes, etc. with Enterprise.
7. Completes or assigns tasks including cleaning sidewalks and parking areas of ice and snow, lawn mowing and trimming of all Board grounds.
8. Works collaboratively with the Superintendent and the Director of Business on budgeting and fiscal controls for the procurement and operations of all equipment, vehicles and supplies necessary for the operations of the Board.
9. Operates the agency boilers, maintaining appropriate licenses. Maintains other licenses or certifications as required. Completes ongoing and regular training in order to operate Bobcat Machinery, Man Lift, and Chain Saw.
10. Accepts 24 hour on-call responsibilities for emergencies relating to Board facilities to include Security and Fire Monitoring and SmartSense monitoring (IT/School Kitchen).
11. Participates in training and educational opportunities both at the agency and through other sources, including statewide opportunities. Ensures in-service training designed to meet the professional growth requirements of employees.

RESPONSIBLE TO: Superintendent

HOURS: Typically, 6am-2pm, Monday through Friday; but may vary depending on emergency situations, required meetings or supervisory/training needs.

- QUALIFICATIONS:**
1. High School Diploma required.
 2. Over three years experience as maintenance worker.
 3. One to three years of supervisory experience required.
 4. Experience with standard office equipment including computers with Microsoft Office and similar software for advanced computer use.
 5. Working knowledge of facilities management practices and processes.
 6. Ability to work within budgetary limitations, develop procedures, and

- implement board policy.
7. Ability to supervise and evaluate assigned personnel.
 8. Ability to communicate in an articulate and clear manner both orally and in writing.
 9. Must have the academic skills necessary to achieve acceptable scores on the Skills Ability Tests.
 10. Basic skill and ability in H.V.A.C, electrical, plumbing, hydraulics, carpentry, reading blueprints, maintaining boilers.
 11. Must have a valid Ohio driver's license with a record that is acceptable by the agency's insurance carrier as verified by an annual driver's abstract.
 12. Must provide proof of liability insurance on personal vehicles.
 13. Must maintain Forklift certification.

CONTACT: Jana McVetta, Director of Human Resources and Community Engagement
Allen County Board of Developmental Disabilities
2500 Ada Road
Lima, OH 45801
(419) 221-1385

DATE POSTED: January 29, 2026

FINAL DATE FOR ACCEPTING APPLICATIONS: Until Filled

****APPLICATION / TRANSFER PROCEDURE**

Persons presently employed by this agency must submit an *Application for Internal Job Posting*.

Persons not employed with this agency, please submit an Application for Employment and/or resume and cover letter to: Human Resource Department, Allen County Board of Developmental Disabilities, 2500 Ada Road, Lima, OH 45801 or hr@acbdd.org.

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