

Facilities Assistant

North Central State College is accepting applications for a full-time Facilities Assistant.

Essential duties/responsibilities include but are not limited to the following:

Technical Assistance

- Assist in providing technical and administrative support to all facilities department projects
- Assist in providing coordination to all facilities department, projects, etc.
- Ensure district compliance with all applicable codes, rules, and statutes
- Determine proper materials, supplies, and equipment for facilities services work
- Provide light maintenance as needed
- Provide training for custodial employees
- Other duties as assigned

Facilities Support

- Coordinates work of: Facilities Utility Workers, Mailroom and Shipping/Receiving Clerk/ Facilities Utility, Custodial
- Order and maintain office supply inventory and custodial supplies.
- Schedule and maintain College vehicles and fleet cars, including maintaining and monitoring vehicle registration and insurance, scheduling preventive maintenance and repairs, tire rotation, fuel, upkeep, etc.
- Maintain, organize and monitor the College Safety Data Sheet (SDS) system, incorporate a digital system to be used for all chemicals.
- Maintain inventory of College surplus equipment and prepare for sale
- Process all Facilities requisitions for Main Campus.
- Scan and organize blue print drawings and categorize project books for archives.
- Word process and create spreadsheets for Facilities.
- Other duties as assigned.

Qualifications:

Education: Graduation from high school or possession of a high school equivalency diploma and three (3) years of work experience where the primary function was in building construction, plant operations, maintenance programs, or facility management; or Associate's degree in Facilities Management, Engineering, Engineering Technology, Building Construction Technology, Architecture, Business Administration/Management or a closely related field and one (1) years' work experience where the primary function was in building construction, plant operations, maintenance programs, or facility management.

Experience: Ability to read/comprehend blueprints, budgets & financial statements, procedural & repair manuals. Knowledge of OSHA/PERRP regulations.

Please express your interest in this position by submitting a letter of application and résumé to:

www.ncstatecollege.edu, Click on *Jobs* then jobs@ncstatecollege.edu

or send to

NORTH CENTRAL STATE COLLEGE

Attention: Human Resources
2441 Kenwood Circle, Mansfield, OH 44906

Resumes will be reviewed beginning 7/12/21 and until filled.