



**Sidney Albert Albany Jewish Community Center
Albany, New York
Job Description (As of 04/19/2021)**

Title: Lead Facilities Technician
Supervisor: Campus Director
Department: Facilities Maintenance
Classification: Non-Exempt

Summary:

Under the direction of the Campus Director, this position is responsible for all facility maintenance and upkeep, mechanical operation, and overall aesthetic appearance of the JCC's ~65,000 sq. ft. building, the 21 acre campus, and Camp Olam property in Cropseyville, NY, including all facilities therein, three pools, and fitness center. This is a full-time position.

Key Responsibilities:

Performing repair or general maintenance/custodial work of facilities, including but not limited to:

- Supervision, training and oversight of maintenance technician.
- Provide direction on work prioritization and coordination to maintenance staff to ensure all repairs and grounds maintenance and upkeep are done appropriately and in a timely manner.
- Performs building/property inspections to ensure building security and safety.
- Perform maintenance and repair tasks including carpentry, electrical, and plumbing repairs.
- Secures bids, and provides oversight of outside contractors when outside services are deemed necessary.
- Ensure that all facilities and equipment meets or exceeds all applicable local, state, and national codes and regulations.
- Develop and maintain relationships with appropriate government agencies and utility providers, such as Health Department, fire, police, EMS, National Grid, telecommunications, etc.
- Monitor, maintain, repair, replace, and purchase (after all appropriate approvals), all systems, equipment, central supplies, including HVAC, cleaning supplies, road salt & sand, security/alarms, fire extinguishers, first aid & AED kits and supplies, pool chemicals, etc.
- Maintain, repair, provide regular maintenance and upkeep and state inspections on all JCC vehicles, including trucks, vans, tractors, riding and push mowers, power and gardening tools, plows, sanders, and snow removal tools.
- Coordinate and oversee all snow and ice removal from roads, parking areas and sidewalks. Must keep snow cleared throughout ongoing storms.
- Perform all landscaping needs including but not limited to: mowing, raking, pruning shrubs, managing trees, keeping flower beds free of weeds, etc.

- Keeps all Early Childhood playgrounds in compliance with regulations including, raking, mowing, maintenance of mulch, and safety of all equipment.
- Maintain inventory of all equipment, tools, supplies, and door and vehicle keys. Repair/replace as needed.
- Work closely with Board Building & Facilities Committee; and maintain communication and close working relationship with Building Chair and Co-Chair(s).
- Respond to emergencies in building and on campus as needed.
- Suggest improvements to facilities and equipment systems to improve performance and reduce environmental impact and cost.
- Work closely with administrative staff in formulating procedures for use in the event of accidents, fires, or other emergencies.
- Participate in staff meetings, supervisory conferences, departmental meetings, and meetings of maintenance staff.
- Assist with Center-wide special events and programs.
- Analyze and recommend cost effective solutions to maintenance issues
- Accepts any and all other assignments as required by the Campus Director.

Job Knowledge, Skills and Abilities:

- Lead Maintenance Technician must have reliable automobile transportation and a valid NYS Driver's License and insurance.
- Use of personal vehicle required. Mileage for work travel will be reimbursed.
- Staff management experience, working with a diverse employee population
- Experience managing contractors and construction projects
- Computer skills – Microsoft Office, including word & excel, Outlook. Experience with networks and phone systems a plus
- Provide exceptional customer service to all internal and external organizational stakeholders, including employees, members, visitors and others.
- Ability to manage building supply budget; order supplies and track inventories.
- Good Communication and interpersonal skills
- Ability to prioritize multiple tasks
- Ability to work effectively as a team member
- Ability to operate machinery
- Ability to follow oral and written instructions
- Must be able to take direction
- Able to work in a fast paced environment
- Able to work nights, weekends, and holidays

Education and Experience:

- High School Diploma or GED
- 4 Years or more related experience
- Must be eighteen years or older
- Electrical, plumbing, and other construction experience preferred

- Experience with swimming pools, pumps and filtration systems; Certified Pool Operator (CPO) preferred

Working Environment:

- Keep the community a pleasant place for members and staff
- Keep positive in your day to day operations

Physical Demands:

- This work requires routine walking, standing, bending, and carrying items weighting up to fifty pounds. Moving items over fifty pounds utilizes a team lift.
- Able to lift 50 lbs., squat, bend, twist, kneel, climb ladders, endure extreme cold and hot temperatures, get dirty, and multitask daily
- Able to work independently as needed to support the group effort

Other:

- Assist with fundraising events as needed
- Spearhead or assist on special projects or capital improvements as may be assigned
- Perform other duties as assigned

The job description is not intended to be all-inclusive and the successful candidate will also perform other reasonably related business duties as assigned by their immediate supervisor(s) and/or other management staff as required. The JCC reserves the right to revise or change job duties as the need arises.

Every employee of the SAAJCC is an at-will employee, and this job description:

Employee Signature

Print Name

Date

Supervisor and Human Resources Director have reviewed with employee the job responsibilities as described in this document and has discussed expected standards of performance.

Supervisor Signature

Print Name

Date

HR Signature

Print Name

Date