

Extension Facilities Manager

Major Job Responsibilities	
<p>Building Operations and Maintenance 30%</p>	<p>Oversees daily operation and maintenance of the buildings and grounds. Works with custodial and/or maintenance staff (collectively, “maintenance staff”) to develop, prioritize, and assign cleaning, maintenance and inventory tasks. Ensures all Extension District Board policies, University standards and government regulations are met and maintenance checklists/inspections are fully and promptly completed. Inspects all grounds and facilities, evaluates the condition of the property (buildings, infrastructures and grounds), and determines repair and maintenance needs. Oversees grounds care and maintenance (mowing, landscaping, salting, snow removal, etc.). Oversees operation, maintenance and repair of all equipment and tools. Works cooperatively with local Extension District Board to ensure facilities are compliant with Americans with Disabilities Act requirements and all applicable building codes. Develop and oversee a preventative maintenance program for all aspects of the facilities and grounds. Bi-annually participate in a thorough inspection of facilities with Area Extension Director or County Manager and maintenance staff (Spring and Fall). Collaborate with the Area Extension Director or County Manager and county staff on projects/repairs needed, time frame for completion, scope of projects, etc. Perform bookkeeping, accounts management and reconciliation as directed. Other duties as assigned.</p> <p>Competencies/skills: Knowledge of current building and grounds maintenance requirements. Identify areas which will need outside help. Written and oral communications skills. Planning and organizing. Ability to make independent decisions. Leadership abilities. Budgeting and financial management. Attention to detail. Quickbooks.</p>
<p>Training, Supervision, and Hiring of Maintenance Staff 20 %</p>	<p>Working with the Area Extension Director, lead maintenance staff hiring, supervision, performance appraisal, and counseling sessions in accordance with Extension Human Resources guidelines. Approve time sheets and leave requests for maintenance staff. Work with the Area Extension Director in developing the</p>

	<p>training program for new maintenance staff. Other duties as assigned.</p> <p>Competencies/skills: Communication skills, coaching and supervisory skills.</p>
<p>Contracts, Meetings and Events 15%</p>	<p>Maintains meeting room schedules and facilities use agreements. Coordinates reservations, oversees room setup and breakdown. Provides periodic reports on facility usage. Other duties as assigned.</p> <p>Competencies/skills: Project management skills. Marketing skills. Ability to make independent decisions. Written and oral communication skills. Judgment. Organizational skills.</p>
<p>Audio Visual, Telephone and Information Technology 10%</p>	<p>Maintains working knowledge of facility audio visual equipment and provides AV and technical support to meetings and events, as needed or requested. Works cooperatively with Extension District Board to ensure information technology systems, usage and support is provided in cooperation with College of Agriculture, Food and Environment IT. Works cooperatively with College of Agriculture, Food and Environment IT and Regional Extension Information Technology Contacts. Serve as liaison and lead point of contact for telephone and Internet service providers. Other duties as assigned.</p> <p>Competencies/skills: Knowledge and ability to manage AV resources for meetings and conferences. Ability to manage sound and light system. Teamwork. Oral and written communication skills.</p>

<p>Repair and Construction 10%</p>	<p>Works with Area Extension Director or County Manager on repair and construction projects, reviewing the scope of work, making suggestions, and monitoring the quality and completeness of the work. Works cooperatively with local Extension District Board and may consult with appropriate UK, College of Agriculture, Food and Environment and local agencies and offices on technical questions or scope of work on a project. Extension District Board and Area Extension Director or County Manager concerning recommendations, scope of projects, quality control and costs of projects. Other duties as assigned.</p> <p>Competencies/skills: Project management. Collaboration and teamwork. Oral and written communication skills. Ability to make independent decisions. Organizational skills.</p>
<p>Records, Financial Forms, Inventories 5%</p>	<p>Oversees ordering of janitorial and maintenance supplies. Oversees equipment and supplies inventories adhering to all applicable policies and guidelines. Assists in developing and overseeing compliance with facilities rental and building use policies and procedures. Recommends facility policy and procedure modifications to the Area Extension Director and/or County Manager and assist with presentation to the Extension District Board as needed or requested. Other duties as assigned.</p> <p>Competencies/skills: Organizational skills. Dependability. Financial management and reconciliation. Record keeping. Spreadsheet management. Computer skills. Attention to detail. Excel and Word.</p>
<p>Security and Safety 5%</p>	<p>Evaluates, oversees and maintains security of the property. Liaises with alarm companies and security providers, as applicable. Works with cooperatively with local Extension District Board to ensure compliance with building, fire marshal and other applicable codes. Works with appropriate UK, College of Agriculture, Food and Environment, local law enforcement and other appropriate local boards, agencies and offices to develop emergency evacuation and safety routes, plans and procedures and to ensure the safety and security of buildings, employees and the public. Other duties as assigned.</p> <p>Competencies/skills: Written and oral communication skills. Attention to detail. Organizational skills.</p>

<p>Professional Standards, Customer Service and Organizational Improvement 5%</p>	<p>Consistently live out the commitment to the Martin-Gatton College of Agriculture, Food and Environment tenets of excellence, competence, respect, flexibility, communication, and learning. Model and promote excellent customer service to all internal and external constituents. Expand professional knowledge through training, classes, and seminars. In accordance with the University's four pillars of employee well-being: belonging and engagement, health and wellness, career success, and financial stability, it is strongly recommended that some portion of the professional development is related to well-being. Other duties as assigned.</p> <p>Competencies/skills: Leadership management skills.</p>
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