

STARK REGIONAL COMMUNITY CORRECTION CENTER
WE ARE AN EQUAL OPPORTUNITY EMPLOYER
JOB DESCRIPTION

FACILITY MANAGER

Department: Operations Status: Exempt
Supervises: Maintenance Staff
Purpose: To ensure that the facility and its grounds are clean and in good working order.
Reports To: Operations Compliance Director
Environmental Conditions: Indoors: PPE Needed: PPE kits are available if needed, not regularly used to complete job duties
Work Schedule: 8:00 am – 4:30 pm Monday – Friday – will need to be on-call for emergencies
Varying work hours, including evenings and weekends, may be required
Pay: \$28.00- \$30.00 based on Education or Experience, or equivalent combination
Updated: 10/2026

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SUMMARY OF DUTIES AND RESPONSIBILITIES:

The Facilities Manager (FM) oversees the day-to-day operations of all working equipment and systems at the facility. Must possess strong leadership skills, interpersonal communication skills (IPC), and the ability to follow directions. Needs to have a high level of experience in HVAC, electrical, and plumbing. Identifying complex problems and reviews related information to develop and evaluate options and implement solutions. Performing routine maintenance on equipment and determining when and what kind of maintenance is needed. The Facilities Manager will manage and supervise the maintenance department and repair all equipment, including HVAC, boiler system, electrical, plumbing, security, and other facility systems. Additionally, the FM will ensure that all maintenance and repair work is performed safely and effectively and that all equipment and systems function properly. The facility manager ensures SRCCC complies with ACA, PREA, and ODRC/BCS standards. They will also be responsible for preparing for audits or inspections by gathering necessary documentation for audit files. In addition, he/she will be responsible for maintaining tool and chemical control. The Facility Manager is responsible for overseeing various tasks related to the maintenance and cleanliness of the facility. One of their specific responsibilities is ensuring that the bathrooms are in good condition, which involves conducting regular inspections to check for any deficiencies or issues. The Facility Manager also oversees the facility's overall fiscal and maintenance schedules, including maintaining vendors' files and interacting with them to obtain price quotes. Once quotes are received, the Facility Manager shall promptly distribute itemized quotes to the Director and Fiscal Officer and handle purchase orders and follow-ups with vendors to ensure repairs are completed on time. Training new hires on household duty manuals, vehicle use, and chemicals. The Facility Manager will also inspect all equipment, documenting deficiencies.

The duties listed below are intended to illustrate work functions performed by the position.

I. Duties:

1. Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
2. Repairing machines or systems using the needed tools.
3. Determining causes of operating errors and deciding what to do about it.
4. Determining the kind of tools and equipment needed to do a job.
5. Controlling operations of equipment or systems
6. Considering the relative costs and benefits of potential actions to choose the most appropriate one.
7. Motivating, developing, and directing people as they work, identifying the best people for the job.

8. Determining how money will be spent to get the work done, and accounting for these expenditures

II. Program Duties:

1. Maintains an atmosphere conducive to agency philosophy and humane living conditions.
2. Provides regular maintenance on facility equipment and ensures it is in good working order.
3. Works with vendors to provide itemized quotes on needed facility maintenance and repairs.
4. Assigns offenders to special crews and monitors work performance.
5. Oversees vehicle maintenance and inspection compliance. Removes vehicle from service and returns vehicle to service. Ensures mileage reports are completed for ACA compliance. Ensures first aid kits as well as snow removal items are in each vehicle. Ensures vehicles are washed, sanitized, and cleaned on a regular basis.
6. Inspects dropped off items, notifies Deputy Director of Operations of difficulties, and distributes approved items.
7. Oversees agency tool, supply, chemical, and linen inventories. Provides updates to Director regarding use of items, need for replacement, and "wish-list" purchases throughout fiscal year. Notifies CFO of damaged equipment items for salvage or scrapping; items can be approved by Deputy Director and/or ODRC.
8. In coordination with CFO, orders approved supplies, tracks delivery, adds items to inventory spreadsheets, and notifies Deputy Director of Operations of needs to purchase.
9. Maintains spec books from construction, tool control inventory and kits, blueprints, and equipment warranty information. Works with CFO regarding replacement items when necessary.
10. Ensures facility is audit and re-accreditation ready at all times.
11. Maintains agency equipment, furnishings, cameras, etc. in good working order. Notifies Deputy Director of all difficulties. Documents same.

III. Operational Duties:

1. Ensures that security, safety, and sanitation policies and procedures are clearly understood and adhered to by subordinates and clients.
2. Reads shift log daily. Ensures entries are written regarding repairs pending and completed.
3. Maintains consistency in enforcing contraband control policies as it relates to maintaining the grounds and pole building.
4. Oversees and/or conducts preventative inspections of all areas to ensure they are kept clean, orderly, and in good repair. Notifies Director of Operations regarding repair needs and costs, if applicable.

IV. General Duties:

1. Understands and adheres to policy and procedural requirements of SRCCC.
2. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the SRCCC program.
3. Maintains accurate and thorough files of information for documentation necessary for reports, which can be utilized by the Deputy Director and Director.
4. Supplements facility coverage.
5. Subject to being called into work at any time due to emergencies and/or coverage needs.
6. Meets with the Director regularly for a mutual exchange of work-related current events and with the Deputy Director as needed or requested. Meets with employees under his or her supervision regularly for a mutual exchange of current events relative to the general operation of the program and to share information relative to their specific areas of responsibility. Participates in scheduled

- Supervisor's meetings, All-Staff meetings, and other meetings as required.
7. Works with the Director to continuously upgrade the effectiveness and efficiency of the facility's cleanliness, safety and other areas of responsibility.
 8. Utilizes audio-visual equipment on an as needed basis. Maintains general knowledge of equipment and its use. Completes maintenance and repair forms when necessary.
 9. Completes a minimum of 40 hours of in-services training per year, including 24 hours of evidence-based treatment. Participates in seminars and continuing education programs when appropriate and feasible.
 10. May be required to provide transport assistance to residents.
 11. Be energy conscious and stress conservation.
 12. Other duties as assigned.

Minimum Qualifications:

High School Diploma required. HVAC, plumbing, and electrical trade certification required. Must have a valid Ohio Operator's License and must have a good driving record. Knowledge of Commercial building maintenance required

Skills:

Must be computer literate.
Ability to work professionally with subordinates, co-workers and supervisors.
Ability to recognize abnormal conditions and take appropriate action.
Ability to maintain records and prepare routine reports.
Ability to work under stressful and demanding conditions.
Skill in oral and written communication.
Ability to effectively manage time and organize workload.
Ability to establish and maintain effective working-relationships with clients, community, co-workers, etc.
Ability to work independently.
Ability to organize, plan, supervise, direct residents in their performance of housekeeping assignments.
Ability to plan, organize and direct the work of subordinates.
Ability to schedule daily, weekly, and monthly work.
Ability to develop, organize, and initiate recreational activities.
Skill in planning and problem resolution.

NOTE: This position/job description in no way states or implies that these are the only duties and responsibilities to be performed and is subject to change at any time by your Supervisor and/ or the Director. Other duties could be assigned that are not listed in this job description. My (employee) signature signifies that I have reviewed and understand the contents of my position description.

EMPLOYEE ACKNOWLEDGMENT

I have received and read the JOB DESCRIPTION for the position of Facility Manager and understand the duties and functions to be performed in this position. I have also received a copy of the pay range for the position of Facility Manager. The rate of pay at which I will begin employment in this position has been established at \$_____.

Employee Signature _____ Date _____

Witness Signature _____ Date _____

To apply: Send resume to attention Cheryse McLeod, HR Director via email: cmcleod@srccc.net