

# VILLAGE OF HIGHLAND HILLS

## JOB POSTING

**POSITION TITLE: DIRECTOR**  
**DEPARTMENT: PROPERTIES**  
**FT/PT Status: FT**

**CLASSIFICATION NO.:**  
**SALARY: TBD**  
**REPORTS TO: MAYOR**

### **JOB SUMMARY:**

Responsible for providing care, cleaning and maintenance of buildings, grounds, furniture and fixtures in the Village. Also maintains functional control over the use of various Village building facilities. Supervises Assistant Properties Director and Maintenance Manager and staff. Performs other duties required by direction of the Mayor.

### **ESSENTIAL JOB FUNCTIONS:**

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises housekeeping activities to include overseeing activities of all housekeeping/custodial employees on staff.
- Inspects and maintains assigned custodial equipment and small tools for proper operating condition.
- Open and closes, locks and unlocks facilities as needed.
- Directs the moving and set-up furniture, pictures, etc. as needed.
- Also responsible for the maintenance of building grounds at all facilities, including landscaping, lots, sidewalks.
- Performs and supervises all duties in conformance to appropriate safety and security standards.
- Inspects building maintenance equipment.
- Responsible for inspection, maintenance and repair of all tenant suites.
- Responsible for rental of all commercial and tenant rentals.
- Responsible for all financial collections and notices.
- Responsible for snow removal at municipal center.
- Responsible for issuing and maintaining accurate receipt records for residential rental properties of the Village.
- Supervises operations and maintenance of vending machines.
- Supervises Assistant Properties Director, Maintenance Manager and staff members of the Properties Department including conducting annual personnel evaluations and implementation of the Personnel Policy Manual.
- Establishes policies, procedures, standard operating procedures (SOPø) and/or standard operating guidelines (SOGø) for all operations of the Properties Department.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the proper and safe techniques of building maintenance. Good organizational and communication skills, both orally and in writing. Ability to work independently and to complete daily activities according to work schedule; Knowledge of electrical, plumbing, HVAC, use of hand and/or power tools, ability to understand system of mechanical procedures.

Knowledge of safe working practices including job-site protection.

## **QUALIFICATION, TRAINING, AND EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Working knowledge of computer equipment, materials, and supplies used in building and grounds maintenance. Ability to work well with general public, and maintain employee morale. Must have a valid Ohio Driver's license.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Working knowledge of computer equipment, materials, and supplies used in building and grounds maintenance. Ability to work well with general public, and maintain employee morale. Must have valid Ohio Driver's license.

While performing the duties of this job, the employee has the ability to lift and/or move 25 pounds. Ability to work safely; ability to communicate effectively verbally; ability to understand, supervise, give and carry out written and oral instructions.

While performing the duties of this job, the employee may work in outside weather conditions. The employee occasionally works near moving mechanical parts; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually low to moderate.

**Posting dates: December 15, 2017 through December 27, 2017 and open until filled**

***The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.***