



ACEnet Seeks New Team Member as Facility Manager - Nelsonville

POSITION/JOB DESCRIPTION

Title:	Facility Manager – Nelsonville
Reports To:	Executive Director
Supervises	N/A
Status	Non-Exempt
Hours of Work:	40 hours/week with occasional nights & weekends required
Pay Range	\$34k – \$38k DOE + Full Benefits Package

Job Requirements

Position will include, but not be strictly limited to, the following:

- Maintaining Nelsonville Campus, including facilities, equipment and grounds
- Managing preventive maintenance and inventory of supplies
- Researching and advising for purchases of equipment
- Coordinating service delivery with ACEnet contractors and vendors
- Coordinating tenant schedules for access to shared-use production space
- Overseeing food production operations
- Meeting with all Federal, State, and local inspectors and accompanying them on inspections
- Assisting in the preparation and gathering of information for reports
- Assisting with tenant relations
- Supervising of any support staff assigned to facility operations
- Attending staff meetings
- Any and all other tasks as assigned by direct supervisor related or relevant to the successful administration of the position of facility manager

Expected Job Outcomes:

1. Well-maintained facilities on the Nelsonville Campus
2. Profitable income flow for facility
3. Tenant needs addressed timely and to resolution
4. Proper and timely communication with supervisory staff
5. Budgetary accountability
6. Strategic planning of facility status and needs, current and future
7. Self-motivated problem solving leading to completed projects

Physical Characteristics/Inhabitants of Position

- Lifting
- Computer Usage
- Strong odors
- Possible eye irritants
- Airborne particles
- Small/Cramped workspaces
- Noise
- Heights
- High temperature work areas
- Water interaction
- Equipment operations
- Possible skin irritants

Special Requirements

- Valid Driver's License
- Valid Auto Insurance
- Certifications as and when deemed necessary by ACEnet, Inc. and or the State of Ohio

NOTE: The above job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

To apply, please send resume & references to Meggan Loveland at

megganr@acenetworks.org