



JOB POSTING

Job Title: Facility Maintenance

Location: Kaufman

Posting Dates: 03/10/2023 – 03/17/2023 5:00 PM

Summary

Assist in the operation and maintenance of the Cooperative's buildings and grounds for optimal efficiency, employee comfort and safety, positive public image and compliance with applicable laws and Cooperative policy.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Assists the department manager in facilities management of buildings and property owned by the Cooperative (excluding Substations) with the following tasks:
 - Computerized building control system
 - Inspections of buildings, grounds, and HVAC system.
 - Preventative maintenance for buildings, mechanical and electrical systems and assigned maintenance equipment.
 - Adjustments to HVAC system.
 - Contact for tenants of the Cooperative's leased space.
 - Compliance with federal and state laws, ordinances and codes pertaining to buildings and grounds.
 - Building and Grounds Maintenance (excluding substations)
 - Repair and replacement of defective equipment or components
 - Paints and performs minor sheet rock repair
 - Custodial services
 - Lawn care
 - Garbage services
 - HVAC
 - Electrical systems
 - Mechanical systems
 - Store routine cleaning, maintenance and restroom supplies
 - Special Projects
 - Assist with planning, development and construction of special projects involving building and grounds.
 - Security
 - Daily locking and unlocking headquarters and professional building.
 - Meeting Set up
 - Table and chair arrangement for meetings.
 - Coordinate meeting room schedule with Executive Secretary or other management staff as requested.
 - Assist with food and beverage set up.
 - Open and close building for after hours meetings.
 - Furniture

- Assist employees with adjustment and proper operation of furniture including office cubicle components
- Rearrange furniture and/or modular office cubicles.
- Kitchen/Lunchroom Supplies
- Assists in monitoring vending services for headquarters, operation centers and sub or branch offices.
- Maintain adequate supply of kitchen supplies, such as coffee, paper products, etc.
- Follow personnel and safety policies, procedures and regulations.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Perform any other duties as assigned by the Manager of Purchasing & Facilities, Director of Corporate Services, Assistant General Manager/COO and/or the General Manager/CEO.

Education

High School diploma or equivalent.

Experience

Two years of experience in general building and grounds maintenance is preferred.

Job Knowledge

Knowledge of facilities maintenance and related OSHA safety regulations is required.

Abilities

Must have strong written/verbal communication skills, including the ability to communicate effectively over the phone. Requires strong interpersonal skills, the ability to effectively handle competing priorities, complete them in a timely manner, and work independently. Must be able to read, write and do arithmetic. Must be able to carry out a variety of activities requiring a high degree of accuracy and attention to detail in an organized manner. Must be able to maintain confidentiality of corporate information. Must possess a valid driver's license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

Must be able to work outside of regular schedule to maintain operations as required. General office environment and frequent outdoor exposure. Will frequently require travel within the service area and occasionally outside the service area.

Physical Requirements

Lifting and carrying of 10 to 50 pounds frequently. Job requires seeing, hearing, communicating, walking, sitting, reaching, pushing, pulling, standing, bending, crawling and climbing. Hazards include electrical, chemical and mechanical. Frequent exposure to dust, dirt, grass and outdoor weather conditions.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities of personnel so classified.

How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit application and resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

Elizabeth Grimes
gutierreze@tvec.coop

Melissa Lewis
lewism@tvec.coop