



Minnesota JCC

JOB POSTING

TITLE: Facilities Engineer
DEPARTMENT: Facilities
STATUS: Full Time
CLASSIFICATION: Non-exempt
SUPERVISOR: Facilities Director and Safety Officer

POSITION SUMMARY

The Facilities Specialist is responsible for assisting the Facilities Director & Safety Officer in managing and maintaining the JCC properties, mechanical systems and equipment. This position requires a strong working knowledge of mechanical systems including plumbing, electric and HVAC, as well as general carpentry, painting and plaster repair. The Facilities Specialist must maintain a valid MN boiler operator and CPO licenses.

ESSENTIAL FUNCTIONS

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Assist Facilities Director & Safety Officer in all day-to-day Capp Center and Camp Butwin maintenance and upkeep
- Perform routine maintenance on all systems and equipment
- Assist Facilities Director & Safety Officer in all facility and system improvements, upgrades and renovation projects
- Manage the *Maintenance Request* process, including prioritizing projects and follow-up communication with staff on progress and completion
- Oversee routine maintenance and care of hot tubs, swimming pool, steam rooms, boilers, mechanical equipment
- Open the facilities and secure facilities after operations
- Wear proper Personal Protective Equipment as necessary
- Snow shoveling and ice maintenance during the winter months
- Be “on-call” for facilities and systems related issues that occur outside of regular operating hours
- Conduct regular building and grounds inspections to proactively identify maintenance issues
- Attend JCC staff and departmental meetings and trainings

QUALIFICATIONS/REQUIREMENTS

- High School Diploma or GED
- Minimum of 5 years of experience in facilities maintenance or construction or a combination thereof

- Demonstrated knowledge of all local, state and federal regulations
- Proven ability to work effectively with diverse internal and external constituencies
- State of Minnesota 2nd Class C Engineer
- National Swimming Pool Foundation Pool Spa Operator Certification
- Valid Driver's License
- Knowledge of Jewish culture and traditions
- Commitment to equity, diversity, environmental stewardship, and social justice

COMPETENCIES

- Proficiency in Microsoft Office Suite
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to the highest professional and ethical standards
- Ability to work well under pressure and with frequent interruptions

SUPERVISORY RESPONSIBILITY

This position supervises the following staff:

- Facilities Specialists
- Custodian

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is regularly required to verbally communicate with others. This is an active position that requires standing, walking, bending, climbing, kneeling, crouching, reaching, and lifting up to 50 pounds.

TO APPLY

Please send resume and cover letter to Seth Ozer at setho@minnesotajcc.org.

EEOC Statement: The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.