

JOB POSTING

MANAGER OF FACILITIES

POSITION: Manager of Facilities

MAJOR RESPONSIBILITIES*:

- Facilities operations and maintenance- ensures facility structures, equipment and grounds are maintained in accordance with relevant regulations.
- Environmental safety- ensuring safety standards governing the facility are met and maintained, including OSHA, Fire & Safety & Ohio Dept of Health
- Supervision of staff and dealing with personnel issues
- Preparing annual budget for supplies, equipment, electrical, gas, water and sewer and monitoring these responsibly
- Ability to plan and show initiative and being timely in maintaining hospice operation
- Additional duties as assigned

QUALIFICATIONS*:

- Previous healthcare facility maintenance (or related experience) required
- Previous Supervision experience required
- Good communication skills, both written and verbal
- Proficient computer skills and working knowledge of software programs, including MS Office applications
- Valid Ohio driver's license. Able to provide own reliable transportation and auto liability insurance

Ohio's Hospice LifeCare will only hire tobacco and nicotine free employees, determined by screening applicants for the presence of nicotine when an offer of employment has been made. Applicants who admit to using or screen positive for nicotine will be considered ineligible for hire, but may reapply for consideration after a period of six months. Applicants who deny nicotine use but later test positive will be considered permanently ineligible for hire based on falsification of records.

Individuals interested in the positions can stop at LifeCare Hospice office, located at 1900 Akron Road, Wooster, OH 44691. Resumes may also be sent to this address, sent by email to

LifeCarejobs@lifecarehospice.org, or by fax (330) 804-4545, attn: HR.