



Deputy Facilities & Safety Officer

DESCRIPTION

The American Village is a 501(c)(3) history and civic education center located on a 188-acre campus in Montevallo, AL. Chartered in 1995, the American Village campus opened in 1999 and serves Pre-K—12 and college students from throughout Alabama and the Southeastern United States. The mission is to strengthen and renew the foundations of American liberty and constitutional self-government through its innovative, engaging, and nationally recognized programs for students and the general public. More information is found at the website: www.americanvillage.org.

The Deputy Facilities & Safety Officer is a full-time position which reports to the Officer for Facilities & Safety.

POSITION SUMMARY: We are seeking a proactive and hands-on Deputy Facilities & Safety Officer to oversee day-to-day maintenance and operational functionality of our buildings and grounds. You will lead a skilled maintenance team and grounds team, schedule and manage vendors, and ensure all systems – including HVAC, electrical, plumbing, irrigation, fire, and security – are operating safely and efficiently. Other duties and responsibilities as assigned by management. This position's nature is subject to being on call and working in all circumstances and environments.

PREFERRED QUALIFICATIONS: High School Diploma minimum requirement; an associate or bachelor's degree in construction management or related technical field is preferred. Three to five years of experience in commercial building maintenance and/or commercial construction with at least one year in a supervisory or lead role.

KNOWLEDGE/SKILL REQUIREMENTS: Knowledge of building maintenance, electrical, plumbing, HVAC and construction methods and materials. Verbal skills to explain and describe problems and give instructions. Writing skills to complete reports and requisitions. Math skills to measure and use formulas. Ability to use tools including, but not limited to, drills, saws, hand tools, grinders, sanders, torches and wrenches. Ability to read and understand wiring, schematic diagrams and construction drawings and prints.

SCOPE OF WORK:

Essential Duties and Responsibilities:

Direct Assistance to Officer for Facilities and Safety

1. Oversees and assigns work to Facilities Maintenance Technicians and contractors as coordinated by Facilities Officer.
2. Inspects work carried out on campus by contractors, vendors, and staff; reviews and maintains work progress for each assignment, work order or project.

3. Schedules work orders; determines materials and supply needs and orders supplies and equipment for each project.
4. Performs building and grounds maintenance and construction tasks when needed.
5. Operates standard equipment such as mowers, weed eaters, chainsaws, bush hogs, bobcats, excavators, backhoes, lifts, etc.
6. Performs electrical work such as troubleshooting electrical issues; runs conduit; repairs electrical outlets, replaces circuit breakers, etc., as qualified.
7. Troubleshoots, services and repairs HVAC systems and equipment as qualified.
8. Repairs water leaks; replaces/install new plumbing fixtures; reworks water lines as qualified; repairs plumbing fixtures, etc.
9. Performs carpentry, painting, roof repairs, flooring repairs and installation and concrete forming and finishing when needed.
10. Performs preventative maintenance by changing filters, checking belts, replacing bulbs, cleaning smoke detectors and checking generators.
11. Maintains inventory records of cleaning supplies and the maintenance equipment in campus buildings.
12. Supervision of personnel as they are assigned to maintenance and construction projects.
13. Maintains daily campus opening/closing procedures during public program days/seasons.
14. Provides support to Supervisor of Facilities & Safety Services during severe weather procedures.
15. Provides tech support for audio/visual systems.
16. Other duties and responsibilities as assigned by management.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

WORKING SCHEDULE AND CONDITIONS

Weekly schedule will be determined based on work assignments and staffing levels (Base Example - 8 to 10 hour days and 4 to 5 work days per week along with potentially modified daily workweek hours to address a weekend project assignment)

Work is performed on a campus that is open to the public and actively serving visitors so professional demeanor/behavior is required. Daily use of golf cart/shuttle is customary.

Job requires both indoor and outdoor work with exposure to weather extremes, chemical substances, dust, fumes, noise, humidity, odors and the possibility of physical danger.

PHYSICAL REQUIREMENTS

Work is heavy in nature and consists of standing, lifting, carrying and pushing of up to 100 pounds, bending, walking, using hand and fingers to operate tools. Must have good vision to read and make necessary repairs.

About Employment

The American Village is an “at-will” employer under state law

Smoke and drug-free campus

Before employment, a person must certify he/she has no criminal conviction(s) for crime(s) of moral turpitude

The American Village is an equal opportunity employer

Compensation and Benefits

Competitive salary with excellent benefits, including Blue Cross insurance and state retirement plan (RSA), paid leave (vacation and medical), and paid holidays.

To Apply:

By Mail – send application items below to: American Village
P.O. Box 6
Montevallo, AL 35115
Attn: Michael Bass, Officer-Facilities & Safety

By Email – send application items below as a PDF (file size cannot exceed 9.9 MB) to
mbass@americanvillage.org:

- Your cover letter addressed to CEO Alan Miller introducing yourself and describing your interest in this position and the American Village
- Your resume noting your education and/or experience (including previous employers and your position and responsibilities with each)
- A separate page listing three professional references (we will not contact any reference prior to an interview or before obtaining your consent)