

FACILITIES AND GROUNDS COORDINATOR

South Central Indiana REMC

South Central Indiana REMC (SCI REMC) is a not-for-profit electric distribution, member-owned cooperative. The cooperative is a leader in distribution technology and is headquartered in a new and progressive facility in Martinsville, Indiana. SCI REMC serves seven counties including Morgan, Monroe, Owen, Brown, Johnson, Putnam and Clay with over 3,542 miles of energized lines and 33,549 meters serving 28,007 members. SCI REMC is also in the start-up phase with the fiber division that will offer high-speed internet services to its member and non-member homes and businesses.

SCI REMC is looking for applicants for a full-time Facilities and Grounds Coordinator position. The best candidates will be self-motivated with at least five years successful experience with maintaining a professional office building and grounds. The SCI facility includes: 50,643 sq. ft. office, 37,222 sq. ft. warehouse and 16,500 sq ft. out building. It is an energy efficient structure with two geothermal units, Variable Refrigerant Flow (VRF) HVAC technology.

We are seeking a proactive person who can work independently as well as a team player who is willing to take personal ownership to maintain the appearance and upkeep of our facility. The most successful candidate will also be able to work with members and the public to coordinate the rental of the Community room and be available on evenings and weekends to assist if needed.

This key position's general responsibilities include:

- providing timely, efficient and cost-effective solutions to facilities and grounds maintenance items ensuring that facilities and grounds remain operational during business hours, remain safe and clean for all visitors and employees, and represent excellence;
- demonstrating high levels of ethics, honesty, efficiency and effectiveness in facilitating necessary duties for South Central Indiana REMC with full access to the facilities and ensuring effective grounds maintenance;
- providing overall administrative resource for facilities including management of the community room, required municipality inspections, trade partner contracts, maintenance agreements, budgeting and other items necessary to meet desired results;
- assisting in the creation, production and distribution of all building processes as required including coordination with IT on items such a video surveillance and access control;
- providing thoroughness and accuracy in facilitating all trade partner and supplier contracts as it relates to facilities and grounds maintenance ensuring that all trade contractors and suppliers have current contracts, competitive pricing and required insurance.

If you are interested in this great opportunity and meet the qualifications below, apply confidentially through the SCI REMC website – www.sciremc.com/careers
Resumes received ONLY through the SCI website will be considered.

SCI REMC offers excellent benefits including a pension plan, 401(k) matched savings, healthcare, HSA with a generous employer contribution and much more. Joining the co-op family will prove to be a welcoming, friendly experience where employees are focused on providing the best service to all members and subscribers. Join this unique, not-for-profit business that truly values employees and encourages life-long learning and development.

**** QUALIFICATIONS ****

EDUCATION: Minimum of a high school diploma or equivalent; completion of trade school or associate's degree preferred

EXPERIENCE: Minimum of five years of administrative and building maintenance experience or equivalent; must be proficient in Microsoft Office suite, typing, grammar, overall computer skills, and basic math; must be able to perform general repairs and grounds maintenance on a daily basis. Experience in construction, HVAC is preferred.

POSITION QUALIFICATIONS:

- Ability to cultivate, maintain and grow trade partner and supplier relationships while maintaining most competitive prices and highest quality products and services for South Central Indiana REMC
- Ability to manage multiple objectives with competing priority levels with demonstrated diligence, effective communication and efficiency
- Ability to complete all work with high levels of accuracy and thoroughness
- Ability to take responsibility and initiative to proactively identify areas of opportunity for improvement and develop solutions

PERSONAL QUALIFICATIONS:

- Ability to maintain a positive, professional behavior and provide exceptional internal customer service
- Willing and able to be available in the evenings and weekends for to assist renters of the Community Room and/or re-set the room.
- Ability to effectively communicate and work with the public and all levels of employees.
- Ability to maintain acceptable work attendance and timeliness
- Ability to embrace and manage change
- Ability to maintain a valid Indiana drivers' license.

SCI REMC is an EO Employer – Minorities/Female/Disabilities/Veterans