



## Position Description

Job Title:	Campus Engineer	Position Type:	Full-Time
Starting Salary:	\$64,988	Classification:	
Grade:	10	Reports To:	Executive Director

### Job Description

#### Position Summary:

Supports the Mission, Vision, and Service Standards of Ronald McDonald House Charities (RMHC) Dayton, Inc. The Campus Engineer is responsible for managing the daily operation of the entire RMHC Dayton campus, ensuring the comfort and wellbeing of all. The building totals 38,000 square feet of interior, basement and a receiving area. The campus also includes exterior patios, gardens and surface parking.

The Campus Engineer has direct oversight of all campus and facility maintenance as well as vendor/service contracts, conducts facility service reviews and assessments of facility needs, reviews and completes facility work orders, identifies new vendors and negotiates service contracts based on facility needs. They are responsible for being on-call dealing with emergencies as needed, overseeing maintenance volunteers, monitoring and delegating tasks.

#### Qualification and Education Requirements

- Must have a valid Ohio driver's license and be able to operate a motor vehicle
- Must be sensitive to the needs of families in crisis
- Flexibility, self-motivation and the ability to establish and maintain a healthy rapport with a culturally diverse population are qualities essential to the position.
- Ability to work independently.
- Ability to work as a team and with other departments within RMHC
- Strong interpersonal and written communication skills
- Good computer skills and proficiency in MS Office (Word, Excel, Outlook, PowerPoint) and various building and facility controls software.
- Professional, dependable, and timely
- Positive Attitude
- Minimum of a college degree and/or 5 years' experience in a related field.
- At least 5 years' related campus facility and management experience
- Knowledge in the following trades: Mechanical, Plumbing, HVAC, Carpentry and Electrical
- Experience in hospitality and/or residence facilities a plus.

#### SUPERVISORY RESPONSIBILITIES:

- Recruit, screen, train, supervise and evaluate Housekeeping, Night Security and Maintenance staff and their appropriate service contracts.
- Screen, train, and supervise garden, and maintenance volunteers
- Plan and coordinate all contractors performing maintenance at RMHC Dayton.

#### ADMINISTRATIVE RESPONSIBILITIES:

- Lead the Property Reserve & Facilities Committee. Participate in other committees as requested.
- Provide "on-call" support for Guest Services Associates and Night Security.
- Annually review and update the Emergency Procedure Plan.
- Maintain records and files for all maintenance agreements and assure that such are updated on an annual basis.
- Ensure Incident Reports are completed by all parties involved for all unusual incidents that occur. Inform necessary staff members of unusual incidents and keep the records on file.
- Keep track of equipment inventory and order supplies as needed.
- Develop and implement an annual facilities management plan.



## Position Description

### **FINANCIAL RESPONSIBILITIES:**

- Coordinate payroll reporting of hours and wages for Housekeeping and Maintenance staff.
- Monitor contracted hours for Housekeepers and Night Security.
- In collaboration with the RMHC Leadership Team, develop and refine the annual budget for all operations-related items.
- Prepare and monitor the annual budget for building use and facility maintenance.
- Ensure submission of contract invoices for timely payment.
- Work with RMHC Leadership Team, Property Reserve & Facilities to annually review and update RMHC Dayton Capital Budget.

### **ADDITIONAL RESPONSIBILITIES:**

- Conduct tours of RMHC Dayton as needed.
- Assist with fund development and public relations activities as requested.
- Participate in outside organizations that will benefit RMHC Dayton.
- Perform other duties related to RMHC Dayton business as assigned.

**Language** – Ability to read, analyze and interpret general and complex business instructions and documents. Ability to interpret common financial reports and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write business correspondence. Ability to effectively present information to top management, public groups and or boards of directors.

**Mathematical** – Ability to calculate figures and amounts such as percentages.

**Reasoning** – Ability to define problems, collect data, establish facts, and draw conclusions. Ability to work independently, make decisions, plan, and implement projects. Ability to interpret technical instructions.

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to use hands to handle objects, tools, or controls. The employee must be able to talk, hear and see. The employee must occasionally lift and or move up to 25 lbs. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment / Hazards:** Works in a busy and fast paced department, must be aware of relevant dangers.

To apply for this position, send resume and cover letter to [HR@rmhcd Dayton.org](mailto:HR@rmhcd Dayton.org).

No phone calls please.