

Facilities Administrator: Springfield, Vermont

One Credit Union is currently seeking an experienced Facilities Administrator to join our Springfield, VT team, located at 380 River Street, Springfield, VT.

The ideal candidate:

- Will have 5+ years of General Contracting & Customer Service
- Will have 2-3 years of Landscaping & Plowing
- Responsible for all routine exterior maintenance including but not limited to lawn care, seasonal flowers, spring & fall clean up, plowing & salting, window washing, pressure washing, and painting.
- Initially responsible to perform these tasks in the Southern branches. Expected to manage subcontractors at other locations
- Responsible for all janitorial service duties in Chester, Corporate (Springfield), Clinton St. Springfield, Claremont, & Newport. Expected to manage subcontractors at other locations.
- Responsible for setting and managing both long- and short-term maintenance schedules for all buildings.
- Work with SVP of Retail Branch Operations on setting realistic budget for facilities.
- Responsible for the safekeeping and maintenance of all Credit Union facilities equipment
- Demonstrated organizational skills while managing multiple tasks.
- Demonstrated time management and prioritization skills

The Facilities Administrator reports to SVP of Retail Branch Operations.

Requirements:

- Education Requirements: High School Diploma or equivalent combination of education and experience.
- Wages commensurate with experience and skillsets.
- Benefits include Health Care, HRA, FSA, Dental, Vision, Life & Disability, 401k plan, Holidays (11), Paid Time Off (PTO)

Email cover letter, resume and references to

jobs@onecu.org

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