FOUNDERS Bank&Trust

JOB DESCRIPTION

JOB TITLE:	Facilities Coordinator	**DATE:**	June 17, 2013
DEPARTMENT:	Operations & IT	**REVIEWED BY:**	VP – Operations & I.T.

GENERAL SUMMARY:

All positions at Founders Bank & Trust require a high level of commitment to exceptional client service and client relationship development. All Bank employees must be enthusiastic about this commitment and exhibit it at all times. Responsible for property management for all locations, including buildings, grounds, equipment (non-technology), machinery and other facilities related functions. Works with senior leaders to resolve matters concerning space, relocation, remodeling, etc.

ESSENTIAL FUNCTIONS:

1. Energetically develops a 'raving fans' environment when dealing with internal & external clients.
2. Responsible for the maintenance and upkeep of all properties.
3. Coordinates on-site visits with vendors, contractors and maintenance personnel for all facilities maintenance and repairs as well for any building modifications.
4. Monitors and oversees the building systems, including but not limited to, mechanical, electrical, plumbing, fire safety, elevators, heating and air conditioning.
5. Manages all aspects of the landscaping requirements for all facilities to ensure proper presentation of the Bank's buildings and image as well as proper environmental practices.
6. Performs repairs and maintenance based upon current or acquired skill set.
7. Resolves facilities related helpdesk tickets including conference room set-up/arrangement.
8. In concert with senior leaders, negotiates new leases; maintenance contracts, etc.
9. Responsible for all aspects of the janitorial requirements of all facilities to ensure proper cleanliness and housekeeping. This includes oversight of external contractors as well as use of internal personnel resources.
10. Ensures proper and current insurance is maintained by external contractors and on file.
11. Assists leadership in preparing annual budget projections and provides input on attaining budget goals and objectives.
12. Effectively monitors actual expenses to ensure adherence to allotted budgeted expenses in support of Bank's financial strategic goals.
13. Assist Collections department with OREO properties as needed.
14. Administrates OnGuard physical security system.
15. Maintains the bank's vendor management program.
16. Responsible for compliance with MIOSHA, local codes and ordinances for each location.
17. This list of essential functions is not complete and will be supplemented as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Desire to learn and a high level of motivation to perform job duties.
2. Knowledge and experience working with various aspects of facilities maintenance.
3. Good judgment, problem-solving, decision-making and analytical abilities.
4. Ability to work independently and be resourceful in resolving facilities related problems.

This job description reflects the general details of the specific job identified and is not necessarily a complete listing of all the frequent and infrequent essential functions that may be involved in the job.

All employment with Founders Bank & Trust is at-will, which means that the company has the right to terminate employment and compensation at any time and for any reason, as does the employee. Nothing contained herein is intended to create any contractual obligation. No one other than the Board of Directors may make any contrary commitments.

5. Strong organizational and project management skills to plan, organize, schedule and manage projects/activities.
6. Excellent communication skills (verbal, written and presentation) with the ability to interact professionally with employees, clients and vendors.
7. Ability to work politely and effectively with others and contribute to a team approach in the department.
8. Demonstrated ability with Microsoft products including Outlook, Word and Excel and other bank software.
9. Ability to meet attendance requirements; this position is not exempt from overtime (non-exempt). Overtime is paid only with pre-approval by the Supervisor.
10. Excellent credit history.

WORK ENVIRONMENT:
A clean office environment consisting of open work areas.

PHYSICAL DEMANDS:
Must be able to perform physical activities, such as, but not limited to, lifting equipment (up to 50 lbs. unassisted), bending, standing, climbing or walking. Ability to effectively use all tools and equipment needed. Ability to travel locally to remote locations as needed.

MINIMUM POSITION REQUIREMENTS (Education, Experience, and Certification):
1. High School Education or equivalent.
2. Facilities management and/or property maintenance experience preferred

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