



National Latino Education Institute

2011 West Pershing Road

Chicago, Illinois 60609

resumes@nlei.org

www.nlei.org

POSITION ANNOUNCEMENT

POSITION: Maintenance and Properties Manager

SUMMARY: Responsible for campus and building maintenance, building compliance, building security and properties maintenance.

RESPONSIBILITIES:

1. Supports the mission of National Latino Education Institute (NLEI).
2. Ensures properties are maintained in accordance with standards.
3. Through use of trained skills not requiring a license, repairs a variety of equipment which may include but is not limited to plumbing, electrical, lock smith, heating, air conditioning, appliances, automotive, office renovation, security system, etc.
4. Performs or oversees many related duties, such as waxing floors, wash carpeting, moving furniture, snow removal, lawn care, etc. utilizing resources and abiding by organizational safety guidelines.
5. Performs and/or ensures appropriate maintenance of grass, trees and all lawn care of or on organization's properties.
6. Performs and/or ensures proper snow removal and upkeep of organization's properties.
7. Plans fire escapes and routing that meet city, state, federal and campus requirements.
8. Schedules regular fire safety drills. Maintains documentation thereof.
9. Works with building security services, contractor (s) and local law enforcement maintaining preventative security and safety systems.
10. Maintains campus crime procedures and reports. Assists with campus security reports.
11. Manages, operates and maintains heating and air conditioning system.
12. Ensures cleaning is performed on a daily basis abiding by all sanitation and safety precautions and procedures. Supervises all cleaning and housekeeping functions and services.
13. Inspects and services equipment. Recommends purchases of equipment and/ or recommendations for major repair services including services requiring external tradesman or contractor (s).
14. Manages preventive maintenance program (s).
15. May secure parts and supplies with management approval.
16. Ensures timely inventory stock of general cleaning and maintenance supplies, mechanical and electrical needs for organization's properties.
17. Ensures file storage equipment meets fire safety requirements for student records and campus files.
18. Maintains compliance for the American's with Disabilities Act (ADA) and the Occupational Safety and Health Administration (OSHA).
19. Working collaboratively with academic and IT teams, ensures computer, classrooms and medical labs are maintained in accordance with electrical standards, IT security guidelines and program OSHA requirements.
20. Duties such as driving agency-owned van with appropriate state, city and organizational approvals if needed.
21. Provides the highest level of customer service to partners, team members, participants, students and all patrons.
22. When appropriate, safely greets building guests following up-to-date entry protocols.
23. Maintains property blue prints, property plans and other related documentation.
24. Maintains building information, equipment inventory and documentation.
25. Provides timely reports. Makes recommendations for quality and continuous improvement.

Mission:

The National Latino Education Institute advances our community's economic independence through market and results driven education, training, employment, and advocacy.

26. Attends meetings, trainings, professional development activities and workshops as needed. Due to the Pandemic, all meetings are virtual until further notice.
27. Other duties as assigned.

QUALIFICATIONS:

- Technical training in: Basic electricity, plumbing, carpentry, mechanical. A minimum of successful completion of High School/Secondary Education.
- Must be smart phone capable and be able to manage basic computer skills such as email.
- Experience in related work and relevant knowledge of building compliance.
- High standards of ethics and integrity.
- Experience in safety.
- Demonstrated experience to work well independently.
- Special license for van and/or truck a plus.
- Good communication and interpersonal skills necessary for interacting with partners, organization personnel, clients and the community.
- Flexibility is required in work schedule; some evening or weekend hours may be required.
- Bilingual in Spanish/English.

OTHER SKILLS and ABILITIES: Interact in a pleasant and professional manner. Ability to work well under pressure, manage multiple priorities, set and meet deadlines and manage unexpected situations. Strong technology skills necessary.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

To Apply send resumes to: resumes@nlei.org

E/O/E

About NLEI: Incorporated in 1972, NLEI is a nonprofit 501 (c) (3). NLEI is a unique organization as it is an education institution and a nonprofit community-based organization serving the LatinX community and underrepresented populations. NLEI offers programs that are nationally accredited and approved by the IL Board of Higher Education, the U.S. Department of Education, is a partner of the American Jobs Center, the IL Veterans Administration and a National Center for Competency Testing (NCCT). NLEI provides community workforce services and has a myriad of credentialing partners and industry relationships.

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