



Job title: Facilities Maintenance Manager

Reports to: Development Manager

Duties and Responsibilities: Performs general, routine maintenance and servicing operations throughout the ONC office buildings located at 177 Alex Hatley and 837 Ridgecrest Dr. and other buildings as assigned. Monitors the heating, water, and filtration system and does general preventive maintenance. Work with the Maintenance team to fulfill job responsibilities.

Will be responsible for:

- Ensure the opening and closing of ONC building Monday to Friday
 - or assign appropriate maintenance employee, when absent
- While on duty, makes regular tours of the facilities and equipment to ensure proper operation, keep required records and readings, makes required manual adjustments and/or minor repairs, and performs preventive maintenance tasks as assigned.
- Responds to requests from facility and living units concerning problems, which may require immediate maintenance attention. Performs necessary repairs when resources are at hand and requests supervisory assistance on those tasks too large or difficult for immediate solution. Performs regular preventive maintenance on living units.
- Specifically responsible for the monitoring of heating system, air exchange system, water filtration, boiler operation and the overall utility system of the facilities.
- Maintains established ONC or departmental policies and procedures for quality assurance program, safety, environmental and infection control standards, and material safety data, when in effect.
- Check for daily maintenance work orders, follow through with maintenance work, and document work to complete the work orders.
- Performs other job related duties as assigned
- Participates in educational programs and meetings when requested.

Qualifications: Knowledge of all equipment and machinery in ONC facilities in order to ensure their proper working conditions. Knowledge of preventive maintenance procedures of facility equipment in order to perform routine periodic spot checks. Ability to read and decipher information from meter readings of all equipment contained in the ONC buildings. Basic knowledge of plumbing, electronics, carpentry, heating system, etc. Knowledge of security procedures in order to ensure safety and security of the facilities, the staff and clients of ONC. Working conditions include noise at high levels in the utility room, situations where cramped working conditions occur, exposure to hazards from electrical/mechanical/power equipment, possible exposure to chemical solutions. May work in precarious or high locations (ladder, scaffolding, etc.) and extreme temperatures. Lift and carry up to 50 pounds.

ONC is an equal opportunity employer. Within the concept of Native Preference, all applicants will receive consideration without regard to race, color, sex, religion, national origin or other non-merit factor(s).

Salary: DOE

Open Until Filled

9/2026