



Buckeye State Bank is an *employee-owned, member-centric* community bank, creating Raving Fans through exceptional service. With our exciting growth and expansion, we are looking for qualified, energetic team members to implement and achieve our Vision of The Bank of Tomorrow.

Due to our successful growth, BSB is seeking a qualified, experienced **Facilities Maintenance Manager**. This position will plan, organize and perform general maintenance duties for our Home Office in Powell, OH and multiple branch locations across the state. The individual will report to the Chief Administrative Officer. This is not a remote work position.

Essential Responsibilities

- ❖ Conduct and coordinates general maintenance for multiple branch locations and the main office in Powell.
- ❖ Develops and implements preventative maintenance on mechanical and electrical equipment
- ❖ Regularly inspects buildings, facilities, and equipment to determine need and extent of service.
- ❖ Performs a variety of skilled building maintenance including repairs to doors, windows, roofs and other building parts.
- ❖ Coordinates emergency repairs when needed.
- ❖ Negotiates costs and project scopes with vendors.
- ❖ Prepares schedules for work completion and coordinates maintenance visits for each location with the appropriate market manager; the CAO for visits to the main office
- ❖ Manages department purchasing and ensures accurate invoicing is provided to the accounting department
- ❖ Ensures the safety of staff and members through compliance with standard operating procedures and proper operation and maintenance of equipment.
- ❖ Provide bi-weekly reports to the Chief Administrative Officer on maintenance projects and budget adherence
- ❖ Ensures city, county, state, and federal regulations relating to building maintenance are met at all times.
- ❖ Performs other duties as assigned

Education and Experience for Success

- ❖ High school diploma or Equivalent
- ❖ 5+ years facilities management experience for a large or multi-unit venue
- ❖ 2+ years project management experience
- ❖ Legally authorized to work in the United States without sponsorship
- ❖ Valid driver's license with reliable transportation
- ❖ Experience with computers and Windows software
- ❖ Ability to work a flexible schedule
- ❖ Ability to communicate effectively, verbally and in writing

Preferred Education and Experience for Success

- ❖ Working knowledge of tools and equipment used in trades, maintenance and construction work

BSB offers competitive compensation, as well as incentives and a benefit package, including:

- ✓ Standard Paid time off!
- ✓ Paid Holidays
- ✓ Your Birthday off as well!
- ✓ Retirement - 401k!
- ✓ ***You will be a member of the Employee Stock Ownership Plan!!***
- ✓ Health Insurance with Vision and Dental!!
- ✓ Life Insurance!
- ✓ Disability Insurance!

Business Travel: This position will require frequent business travel across the state.

If you are looking for an exciting and rewarding challenge –*Join the BSB Team!* Interested? Please email a copy of your resume to Hrdepartment@JoinBSB.com. **Buckeye State Bank** is an equal opportunity employer.

Main Office
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