

Helen Purcell

Job Opportunity

Date Posted: 2/18/2025

Application Deadline: Upon Filling Position

Department: Resident Service

Position: Resident Service Supervisor

Status: Non- Exempt

Salary: Starting at \$22.00/hr.

Minimum Qualifications:

Certifications Required:

Must have valid driver's license

Physical requirements:

Outside work required in both hot and cold temperatures

Must be able to lift up to 60 lbs. on an occasional basis

Must be able to climb and work on/from ladders

Must be able to work flexible hours

Subject to being called in to work on short notice to deal with emergent issues

Essential Job Duties:

Reports to: Resident Services Director

Overview: The Resident Services Supervisor, under the direction of the Resident Services Director, works proactively to ensure Helen Purcell's residents, their families and Helen Purcell's guests have clean buildings, beautiful well-kept grounds and a safe and secure environment. They interact with Helen Purcell's residents, their families and Helen Purcell's guests in a positive, professional and friendly manner while striving to meet the goals as set forth in Helen Purcell's Mission and Vision.

Key Responsibilities and Accountabilities:

Resident Services Supervisor:

1. Has supervisory responsibilities for all Resident Services staff.
2. Schedules, assigns, monitors and reviews work of assigned staff.
3. Orients, coaches, trains and evaluates performance of assigned staff.
4. Recommends lower level corrective actions to Department Head.
5. In conjunction with the Department Head makes hiring and termination recommendations to Executive Director.
6. Maintains regular attendance by working all shifts as scheduled.

7. Assures prompt completion of work assignments from the Resident Services Director
8. Assures Helen Purcell's fire extinguishers, fire alarms, security systems and safety systems are always operational.
9. Assures all functions are completed required to maintain the grounds of Helen Purcell, including but not limited to: mowing, planting, raking leaves, sweeping parking lots, removing snow and ice, dispersing salt, emptying trash receptacles etc....
10. Prepares unoccupied resident rooms for new residents and helps residents move in and/or out, as requested.
11. Assures maintenance shop, boiler room and basement storage and work areas are maintained in a neat and orderly manner.
12. Uses Helen Purcell's tools and equipment in a safe manner.
13. Informs Department Head about missing, damaged or broken equipment and tools.
14. Assists residents as requested.
15. Orders, receives and stocks maintenance and grounds related supplies
16. Oversees and paints, hangs pictures etc...
17. Oversees and completes minor electric and plumbing installations and repairs.
18. Assures Helen Purcell exterior is decorated for each holiday.
19. Assures and assists with scheduling, and conducting and documenting fire drills, as required by the State of Ohio.
20. Follows all policies and procedures as issued by Helen Purcell.
21. Assures all heating and cooling related systems, are operational and inspections are current.
22. Interacts with residents to assure their satisfaction with the services provided under his/her jurisdiction.
23. Oversees the competitive bidding process for purchasing and installation of equipment and awarding of work contracts for areas of responsibility.
24. Assures oversight of the work of outside contractors who receive contracts for work in area of responsibility.
25. Assures the creation, updating and implementation of the annual safety and security plan.
26. Assures Helen Purcell's buildings and grounds are free from hazards.
27. Assures that Helen Purcell's vehicles are properly maintained

28. Reviews for accuracy, approves and submits invoices for payment for areas of responsibility.
29. Accompanies inspectors, as a representative of Helen Purcell
30. Performs other related duties as assigned.

Internal Applicants: Submit letter of interest before the posting deadline

External Applicants: Please Submit Application and Resume via mail, in person or via our web-site by the application deadline to:

**Helen Purcell
Attn: Missy Miller
1854 Norwood Boulevard
Zanesville, OH 43701
Web site: www.helenpurcell.org
Helen Purcell is an Equal Opportunity Employer**

12/28/16