

To Apply: Complete an online General Employment Application and Self-Identify documents at www.ksiinc.org and submit. If you need an accommodation to fill out the application please call 302-422-4014.

Director of Facilities:

GENERAL DESCRIPTION: This position is a Full-time position, Monday-Friday, 8:00 am – 4:00pm. Must be on call for any facility/weather related duties that require immediate attention. This position has a starting annual salary of \$60,000 with compensation commensurate with certification and experience. This position reports directly to the CEO. KSI offers Medical, Dental Insurance, 401K with company match, vacation and holiday pay, company paid Short-term/Long-term Disability, and other company discounts.

ESSENTIAL FUNCTIONS: The Director of Facilities is responsible for maintaining all buildings and grounds, including KSI rental and offsite properties. These duties include maintaining all custodial and restroom equipment, grounds keeping equipment, and various fixtures, appliances and mechanical equipment. This position is also responsible for snow removal when needed and all other facility related duties and activities that require attention. This position also serves as a supervisor and is responsible for all supervisory related duties.

PHYSICAL REQUIREMENTS: Physical requirements include the ability to stand, sit, and/or walk for up to 2.5 hours before breaks; must be able to do frequent reaching, bending and stooping; and must be able to do occasional pulling and pushing, and lifting.

QUALIFICATIONS: High School Diploma or equivalent is required. Applicant must be 18 years of age. Minimum of three years building and grounds experience preferred and be proficient in Microsoft Outlook, Microsoft Word, Excel, Power Point, and SharePoint. Possesses excellent, written and verbal communication skills, Ability to work independently and within a team along with excellent organizational and planning skills are required. Must be able to pass a background check, adult and child abuse registry check and sex offender listing check along with pre-employment drug screening. Must possess a valid driver's license with no more than two moving violations at time of hire.

KSI provides equal employment opportunities to all employees and applicants for employment. F/M/Vet/Disabled/Sexual Orientation/Gender Identity