



OUTSTANDING JOB OPPORTUNITIES Come help us help the schools!!!!

At Virco our values are Voice, Dignity, Fairness, Leadership and Merit. We give every employee a voice, and treat them with dignity and fairness. In return we expect them to be a leader and then reward them on merit. Lots of companies talk about taking their values to heart. At Virco, our values are our heart.

We are the nation's leading manufacturer of educational and commercial furniture and are located in Torrance, California. Virco is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state or local law. We encourage minority and female applicants.

We are growing and are currently have several different job opportunities. We offer a competitive salary, a complete insurance package, paid holidays, paid time off, and 401(k). Please understand that the job information given here is simply a summary. A complete job description is available upon request.

If you are interested in a position where you will make a significant contribution to a team, apply directly to our career center:

WWW.VIRCO.COM

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Facilities Supervisor- Building & Grounds Maintenance

Job Purpose:

Supervises the facility maintenance team concerning building repair and maintenance including HVAC, plumbing, electrical, air handling equipment, dock levelers, waste hauling, time clocks, pest control, metal fabrication, overall cleanliness of the facility and contractor services.

Essential Functions:

- Performs all building repair and maintenance activities in accordance with established safety procedures.
- Directly supervises and oversees the day-to-day operations of employees in the department to assure a smooth workflow.
- Performs quarterly and annual performance evaluations of staff.
- Utilizes computer software programs to manage the activities of staff.
- Supervises and performs duties and tasks that reflect substantial variety and complexity.
- Works well within a team environment.
- Relies on experience and judgment to plan and accomplish assigned goals.
- Works along with management in coordinating work schedules for employees and approving overtime for tasks required to be performed over the weekend.
- Oversees the air conditioning activities, including the troubleshooting and repair of systems.
- Supervises and ensures daily janitorial tasks are performed successfully on a daily basis. Inspects the overall cleanliness of the facility.
- Responsible for the maintenance of the organization's building and grounds.
- Performs electrical maintenance in the facility, including conduits, cable and/or wiring. Pulls and terminates of electrical devices.
- Ensures the trash disposal and recycling projects are moving forward in an acceptable manner.
- Monitors the performance of outside cleaning companies and resolve any problems there may be. Refers more complex issues to management.
- Ensures the time clocks are calibrated the first day of each month.
- May perform interdepartmental and interoffice moves.
- May perform other special projects as assigned by immediate supervisor.
- May occasionally perform work relating to plumbing, drywall, roof repair, and wall painting.
- Handles unusual or difficult inquiries/situations through direct personal action or refers to the appropriate individual.
- Must be flexible o perform other duties as assigned and requested.

Required Qualifications:

- High School Diploma or equivalent.
- Minimum of three to five years of HVAC experience or equivalent.
- Certified in Industrial Heating Ventilation & Air Conditioning or EPA certification is

required.

- Minimum of three to five years of electrical, plumbing and general construction experience.
- Must pass Virco's driver background check and forklift driving test.
- Bilingual (English & Spanish) a plus, but not required.
- Must be a fast learner.
- General computer skills including Microsoft Word and Excel.
- Ability to handle multiple projects with firm deadlines.
- Minimum of one to three years in supervision and/or management.
- Excellent written and oral communication skills.
- Able to work in a fast pace working environment, be a team player, and detail oriented.

Physical Requirements:

Able to occasionally lift up to 50 pounds, either from knee to waist level or waist to chest level. Occasionally pushes and/or pulls up to 100 pounds utilizing a dolly or cart. Frequently walks to various departments on a daily basis. Frequently bends and stoops at the waist and knee level. Must wear applicable and proper protective equipment including, but not limited to: protective eye and/or hearing equipment to safely perform job duties.