

ROCKFORD MUTUAL INSURANCE COMPANY  
EXEMPT JOB DESCRIPTION

JOB TITLE: Senior Building Services Administrator  
DEPARTMENT: Administrative Services  
REPORTS TO: Director of IT & Administrative Services

**SUMMARY**

Under general supervision, perform a wide variety of skilled and semi-skilled building maintenance, repair tasks, and related duties as directed. This individual must be knowledgeable with facets necessary to carry-out maintenance procedures for the physical condition and appearance of Rockford Mutual Insurance office building. This individual will be responsible for executing scheduled maintenance and services along with activities that occur unexpectedly. Position will serve as back up for Mailroom duties.

**EDUCATION**

High School Diploma or Associate of Arts college degree. One to three years of related experience and/or training; or equivalent combination of education and experience will be considered.

**POSITION REQUIREMENTS**

- Light typing abilities. Proficient reading skills. Accurate alpha/numeric filing skills.
- Able to lift up to 25 pounds and less frequently up to 50 pounds and occasionally up to 75 pounds with assistance.
- Must hold and maintain a valid driver's license.
- Drive and operate company vehicles as needed.
- Ability to obtain certification and operate a class III forklift.
- Positive attitude and can work effectively with other team members.

**PRIMARY RESPONSIBILITIES**

- Pick up and deliver company mail from the USPS daily.
- Perform general building maintenance that could include drywall patching, painting, non-licensed electrical and plumbing repairs.
- Perform routine maintenance as needed on equipment throughout the building.
- Maintains grounds in clean, safe, and orderly manner including mowing and trimming lawn, and sweeping and shoveling entrances.
- Assist with processing outgoing mail and packages.
- Monitor general building conditions and upkeep. Be proactive about maintenance needs.
- Replenish office supplies as needed
- Receive shipped goods at loading dock.
- Supply and replace bottled water containers.
- Clean coffee machines and replenish coffee and filters.
- Manage after-hours service calls and requests.
- Twenty-four hour, emergency availability as needed.
- Maintain company vehicles.
- Assists in other areas of Administrative Services as requested
- Prepare conference room for meetings as requested.
- Adhere to all safety procedures.
- Perform other duties as assigned.