



*Ohio's Leader in Municipal  
Tax Collection & Administration,  
Serving Taxpayers & Local  
Governments **Since 1971***

### **JOB OPPORTUNITY**

We are looking for an individual who is accountable, collaborates well with others and works with a service orientation, to join our growing team!  
Resumes will be accepted through **December 12<sup>th</sup>, 2025** (5 PM)

**JOB TITLE:** FACILITIES MANAGER  
**CLASSIFICATION:** EXEMPT  
**GRADE:** GRADE 5 (starting pay \$76,484 annually, depending upon experience)  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** CHIEF FINANCIAL OFFICER  
**LOCATION:** BRECKSVILLE (primary location – with travel to satellite offices as needed)

**About RITA:** Our **Mission** at RITA is to provide Ohio cities and villages with a high quality, cost effective municipal tax collection service. We currently serve over 400 cities and villages across the State of Ohio, collecting and distributing more than \$2B of municipal income tax revenue annually, at an average cost in 2024 of just over one cent of every dollar collected. These income tax dollars are crucial to the provision of the public safety, infrastructure and recreational services that make these cities and villages great places to live, work and do business. At RITA, we work hard to fulfill our **Mission** to the Ohio cities and villages we serve and strive to be the best and top choice for municipal tax collection in Ohio.

**RITA Benefits:** RITA is an OPERS employer that offers low monthly premiums for health benefits for employees, spouses and dependents with no monthly cost for dental and vision coverage. The Agency makes bi-annual contributions to employees' Health Savings Accounts. Additional benefits include paid vacation and sick leave, including for mental health and for time to volunteer, along with 3 personal days provided on the anniversary of the employee's hire date. The initial 3 personal days are provided upon successful completion of the 180-day Introductory Period and then again at the second anniversary and each anniversary thereafter. Employees also have access to an employee assistance program, which offers many services including digital Cognitive Behavioral Therapy (DCBT), benefits and claims advocacy services, and assistance with other matters, such as childcare, mental health and legal assistance.

**Work Environment:** You will be assigned to work primarily at RITA's Brecksville office, with travel to the Agency's other satellite offices in Cleveland Heights, Youngstown, Worthington and Xenia as needed. Where possible, we seek to work with our employees to meet their needs while still providing excellent service and fulfilling our **Mission**. Our dress when in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part. There are plenty of opportunities for job growth within the Agency; Career growth and development is encouraged and supported.

**About the Role:** The purpose of this position is to oversee the maintenance, operations and compliance of Agency offices. This position ensures that the facilities are safe, clean, functional and meet regulatory standards, while coordinating maintenance staff, contractors and vendors. The Facilities Manager is also responsible for implementing facility policies, managing budgets, and supporting the strategic planning for space and infrastructure needs.

## **DESCRIPTION OF ESSENTIAL FUNCTIONS**

1. Performs facility maintenance including the management and upkeep of equipment, buildings and infrastructure. This also includes scheduling regular preventive maintenance and repairs and coordinating emergency and unscheduled repairs. The oversight of HVAC, plumbing, electrical and security systems.
2. Selects and manages vendor and contractor relationships for janitorial, physical security and maintenance services. Negotiates contracts and service level agreements. Monitors vendor and contractor performance to ensure quality standards.
3. Ensures compliance with health, safety and environmental regulations.
4. Collaborates with IT Security team to implement and monitor physical security procedures and systems to safeguard the facility.
5. Organizes fire safety drills and safety audits.
6. Manages office relocations, renovation and refurbishment projects, and changes to furniture and equipment.
7. Prepares and manages facility budgets, including expenses for maintenance, utilities, and supplies. Monitors and controls costs to ensure cost-effective facility operations.
8. Supervises facilities staff, which includes assigning tasks, providing training and ensuring performance objectives are met. Provides real-time coaching, feedback and redirection as needed to achieve department goals.
9. Fosters a culture of accountability, consistent with the Agency's Mission.
10. Ensures effective communication regarding Agency facilities within the facilities team and with other departments.
11. Collaborates with the Disaster Recovery and Business Continuity Team to develop and implement emergency response plans.
12. Performs related work as directed.

This is not necessarily an all-inclusive list of job-related responsibilities, duties, skills, efforts, requirements or working conditions. While this is intended to be an accurate reflection of the current job, the Agency reserves the right to revise the job or to require that other or different tasks be performed as assigned.

**PHYSICAL REQUIREMENTS:** The individual assigned to this position must be able to complete all physical requirements of the job, with or without a reasonable accommodation, which include, but are not limited to the following:

- Frequently moves equipment, supplies and other materials weighing up to 60 pounds throughout the Agency's office locations.
- Frequently services equipment or accesses/stores materials that may be under desks, cabinets, tables, closets, etc.
- Frequently ascends/descends ladder and stairs in the performance of duties.
- Frequently moves throughout the Agency's office location and, at times, travels to other office locations.
- Occasionally works in outdoor weather conditions (e.g., shoveling snow in the winter, or working on repairs outside in the summer).

## **ABOUT YOU**

- Bachelor's degree in Facilities Management, Engineering, Business Administration or related field (or equivalent work experience).
- Minimum of 5 years of experience in facilities or building management.

- Strong knowledge of building systems (HVAC, electrical, plumbing, etc.) and safety codes.
- Strong leadership and team management skills.
- Excellent communication and organization skills.
- Proficiency in Microsoft Office products.
- Ability to travel to all Agency locations as needed.
- Ability to respond to emergencies outside of normal business hours.
- Certifications such as CFM (Certified Facility Manager) or FMP (Facility Management Professional) are a plus.

**HOW TO APPLY:** Please submit your resume to [RITAJobs@ritaohio.com](mailto:RITAJobs@ritaohio.com) no later than 5 PM on December 12th, 2025. Only qualified individuals being considered will be contacted for an interview.

*The Regional Income Tax Agency (Agency) is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which personnel decisions are merit-based and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, national or ethnic origin, military service status, citizenship, or other protected characteristic. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.*