

**MARYLAND GENERAL ASSEMBLY
DEPARTMENT OF LEGISLATIVE SERVICES
RECRUITMENT NOTICE**

Position: Facilities and Recycling Manager

Salary: \$70,000 - \$131,000 commensurate with experience and responsibilities

Application Deadline: May 08, 2026

Employee Benefits: [Click Here to Learn More](#)

Principal Duties:

- Plans and organizes the work of support staff, assigning, reviewing, and approving tasks.
- Acts as a liaison with the Department of General Services to ensure buildings and service systems in the Legislative Complex are properly maintained, including oversight of HVAC, electrical, plumbing, elevators, and proximity card readers.
- Directs preparations for meetings, presentations, and special events within facilities.
- Manages moving and minor repairs of furniture and equipment, as well as acquiring, installing, removing, or relocating systems furniture for office moves and renovations.
- Authorizes third-party installers, movers, and contractors, and processes invoices.
- Recycling and Environmental Initiatives
- Provides policy direction to guarantee proper collection and sorting of recyclables throughout the legislative complex, reporting annually.
- Manages composting efforts.
- Organizes the annual shredding event.
- Maintains the work order system.
- Handles key requests.
- Facilitates installation and maintenance of electric chargers.
- Coordinates painting, carpet maintenance, and the hanging of pictures and whiteboards.
- Create nameplates and tags for doors, pages, and offices.
- Oversees vending machines, gyms, locker rooms, and coffee bar operations.
- Leads the Safety Committee and arranges training sessions for floor wardens.
- Purchases and installs AEDs, Narcan, Stop the Bleed kits, and first aid kits throughout the complex.

Qualifications:

- Bachelor's degree in business administration or related field from an accredited college or university preferred
- Minimum of five (5) years of professional experience in conducting or overseeing institutional facilities, operations and maintenance
- Availability to work extended hours to complete legislative deadlines throughout the Legislative session or at other periods as needed. There is a requirement to be present during the 90-day Legislative session, even in unusually inclement weather.

To Apply:

Email Resume and Cover Letter to jobs@mga.maryland.gov and include code 03-26. The cover letter should state the reasons for interest in the position, any relevant experience, preference for assignment, and availability to begin work.

The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.