



Job Title	Part-Time Facilities Worker
Reports To	Facilities Manager
Positions Supervised	None
FSLA Status	Non-Exempt

POSITION SUMMARY

The Facilities Worker is expected to be reliable and skilled enough to perform essential maintenance and custodial tasks throughout the facility. Responsibilities include a wide variety of activities from basic repairs of equipment and building systems, as well as ensuring all facilities are both clean and functional. Initiative and attention to detail are essential. Related work experience and solid technical knowledge is a plus.

QUALIFICATIONS

The employee must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Appropriate training will be provided where necessary and appropriate.

The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Experience in maintenance/custodial work or other similar position;
- Basic working knowledge of HVAC, plumbing, electrical, and similar systems;
- Previous experience with both hand and electrical tools;
- Ability to read and utilize technical manuals and drawings;
- Strong communication and interpersonal skills;
- Physical stamina and dexterity;
- Ability to problem-solve.

EDUCATION AND/OR EXPERIENCE

Must have a combination of education and experience demonstrating ability to perform the essential functions of the job satisfactorily. Preferably 1+ years' experience in position of responsibility in a facility maintenance/custodial position.

Additional requirements include:

- Eligible to work in United States;
- High School Diploma or equivalency;
- Valid California Driver's License;
- Adequate Driving record to meet organizational insurance criteria
- Fingerprint clearance;
- Personal Vehicle/Vehicle Insurance

SUPERVISORY RESPONSIBILITIES

None

HOURS OF WORK

This position typically works Sunday through Thursday 3:00 p.m. to 7:00 p.m. However, work hours will be flexible per the variable demands of the job. Attendance at general staff meetings is expected. Some weekend hours may be necessary for events.

LANGUAGE SKILLS

The ability to read and speak English clearly is mandatory. The ability to speak Spanish is helpful but not required. The ability to follow directions either verbal or written is required. The ability to convey information to other employees as well as donors, clients, participants and management in a clear and concise manner is essential.

ESSENTIAL JOB DUTIES AND REQUIREMENTS:

- Assist the Facilities Manager in ensuring that facilities are maintained in a safe, clean, and orderly manner;
- Maintain adequate and orderly maintenance/custodial equipment and supplies;
- Be alert for potentially hazardous conditions and report immediately to supervisor;
- Treat all participants, co-workers, and members of the public with respect;
- Perform routine custodial duties, including cleaning and waxing floors, washing windows, cleaning restrooms, emptying wastebaskets, and general upkeep of other assigned areas;
- Make repairs within personal capabilities;
- Notify Facilities Manager of major repair needs;
- Perform routine grounds maintenance duties as assigned;
- Be alert for potential insect and vermin problems and report to Facilities Manager;
- Ensure that routine maintenance is accomplished in accordance with established schedule;
- Keep equipment/maintenance storage areas organized and clean;
- Set up and tear down for scheduled meetings;
- Move furniture and assemble equipment as needed;
- Ensure facilities are secured at end of day;
- Perform other duties as assigned.

PHYSICAL DEMANDS

The position requires the employee to sit, talk, walk, lift, and hear. The employee frequently is required to use hands to finger, handle, or feel equipment, tools, or papers, also to left, push, or pull equipment. The employee must be able to operate a computer keyboard as well as see a computer monitor display screen. The employee is required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

The position requires stamina for working long hours standing, as well as exposure to extreme weather, both hot and cold. Also required is the manual dexterity and adequate vision to work on equipment, read written materials, and enter data into a computer, adequate hearing and verbal communication skills to conduct conversation (in person or on the telephone) and interact with staff and others to perform duties.

WORK ENVIRONMENT

The work environment would be generally described as an office setting with classroom facilities adjacent to the primary work area. Extensive grounds, including gardens and orchard are outside and exposed. The ability to move within all of these areas may be required in the execution of the employee's functional activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can range from moderate to very loud. The use of hearing and eye protection is required when appropriate. The illumination of the interior areas is primarily fluorescent artificial lighting and the outdoor area is natural lighting. The position is associated with potential exposure to blood borne pathogens and communicable disease requiring the use of universal precautions at all times. Exposure to electrical and mechanical machinery and tools requires attention to safety precautions at all times.