

EMPLOYMENT OPPORTUNITY

Facilities Maintenance Specialist

POSITION SUMMARY:

The Facilities Maintenance Specialist will perform routine janitorial, general maintenance and ground maintenance for the Emergency Family Shelter. This is a full-time position, 37.5 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Facilitate the preparation of vacant shelter units for occupancy:
 - Clean exterior and interior of refrigerators and stoves;
 - Clean walls and windows;
 - Clean and sanitize bathrooms (sweep, mop, clean toilet, sink and bathtub);Sweep/mop/wax kitchen floors.
2. Conduct inspections of units and ensure all required appliances/amenities are present and in working order prior to resident move-ins; inform Coordinator of necessary repairs or appliances that need to be replaced.
3. Maintain contact with shelter residents regarding maintenance/repair requests; encourage resident participation and ownership of shelter upkeep.
4. Under Housing Specialist advisement, may periodically inspect resident-occupied apartments.
5. Clean and maintain common areas as needed, including laundry room, washers/dryers, hallways, walkways, play areas, etc.
6. Regularly load/unload Food Bank truck deliveries.
7. Perform ground maintenance and general clean-up (mow lawn, water, weed and prune, sweep entryways, sidewalks and parking areas).
8. Follow the Facility Maintenance Plan schedule of activities and inform the Coordinator of necessary updates to the plan.
9. Complete emergent maintenance needs, such as painting, make requested repairs, assemble furniture, move heavy items, and maintain light fixtures.
10. Coordinate internal and external building repair and maintenance services; inform the Coordinator of any capital improvements necessary.
11. Provide leadership and oversight of maintenance volunteers.
12. Work with Coordinator to order shelter supplies and equipment.
13. Transport furniture, shelter waste and other items as needed to/from the shelter.
14. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or equivalency.
- One-year facility maintenance experience preferred.
- Experience in a shelter, nonprofit, or affordable housing environment preferred.

License(s) & Certification(s)

- Valid driver's license and auto liability insurance required if personal vehicle used for work-related travel.
- First Aid/CPR Certified (within 6 months of hire).
- Bloodborne Pathogens Training (within 6 months of hire).

Skills and Abilities

- See physical requirements below.
- Strong working knowledge of maintenance tools and techniques.
- Demonstrated effective communication skills. Must be able to speak and understand English. Bilingual (Russian and/or Spanish) preferred.
- Ability to work independently and with minimal supervision.
- Ability to assess environment/surrounding for safety and take appropriate actions.
- Ability to work independently with minimal supervision.
- Proactive, problem-solving approach to challenges and requests.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.
- Willing to accept direction, yet function independently with limited supervision.
- Proficient in Microsoft Office applications, including Excel, Word, and Outlook.

COMPENSATION AND BENEFITS

\$15.40 - \$19.24 (DOE) per hour plus benefits

Benefits include:

- Medical Insurance including Rx and Vision
- Dental Insurance
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan
- Employee Assistance Program
- Voluntary supplemental Cafeteria Plan
- Sick & Vacation leave
- 12 Holidays per year
- 2 Personal Holidays per year
- Health club discount

(Community Action reserves right to modify, amend, or terminate any benefit at any time for any reason.)

TO APPLY:

Please provide all items requested to the address below. Consideration will be given to application packets received by the closing date and containing (1) a completed Community Action Application for Employment form*, (2) your resume, and (3) a letter of interest identifying the position you are applying for and describing how you meet the qualifications for the position.

- Employment@CommunityActionSkagit.org, or
- Community Action of Skagit County, 330 Pacific Place, Mount Vernon, WA, 98273.

CLOSING: Position is open until filled. Priority consideration given to application packets received by **Wednesday May 15, 2019**

Community Action of Skagit County reserves the right to extend application deadlines and to modify the selection schedule without notice, to form eligibility lists for, or make appointments to, other positions with similar employment requirements. Community Action of Skagit County is an Equal Opportunity Employer.

*Application forms and job announcements are available at the above address and at our website,
www.CommunityActionSkagit.org.*