

EMPLOYMENT OPPORTUNITY

Facilities Maintenance Specialist

The Facilities Maintenance Specialist will perform routine general maintenance and upkeep for agency facilities and assets. This will be a full time position at 37.5 hours per week.

JOB DUTIES and RESPONSIBILITIES INCLUDE:

1. Complete projects submitted through work orders for agency facilities and assets as assigned.
2. Performing general maintenance, repairs and upkeep of all agency buildings and assets; loading/unloading trucks; assembling/moving furniture; painting; transporting furniture, waste, and other items as needed; etc.
3. Perform general grounds maintenance at agency owned/leased facilities to include mowing, watering, weeding, pruning, maintaining sidewalks and parking areas, as needed.
4. Work with Facilities Maintenance Lead to prioritize projects and request necessary equipment, tools, or material to complete projects.
5. Communicate work order progress, completion, and scheduling to lead.
6. Perform scheduled routine maintenance following Facility Maintenance Plans and Schedules for all facilities.
7. Assist with conducting required inspections of fire extinguishers, exit signs, and lighting to ensure compliance with local requirements.
8. Communicate capital improvement needs to lead.
9. May provide oversight of maintenance vendors/contractors/volunteers, as needed.
10. Assist with special projects and emergent needs, as directed by the lead.
11. Participate in agency trainings and meetings as required.
12. Other related duties as assigned by management.

QUALIFICATIONS INCLUDE:

Education & Experience

- High School Diploma or GED/HSE minimum required.
- One-year previous facility maintenance experience preferred.

(Or a combination of education and experience providing the knowledge, skills, and abilities to successfully perform the work)

License(s) & Certification(s)

- Must have valid driver license and auto liability insurance if personal vehicle is used for work-related travel.
- Blood borne Pathogens Training (within 6 months of hire).

Skills and Abilities

- See physical requirements below.
- Strong working knowledge of maintenance tools, techniques, and safety protocols.
- Ability to work independently and with minimal supervision.
- Proactive, problem-solving approach to challenges and requests.
- Proficient in Microsoft Office applications, including Excel, Word, and Outlook.

- Must have strong and effective communication skills (oral and written).
- Working knowledge of standard office procedures and technologies (phone, computer, printer, photocopier, scanner, fax machine) is needed.
- Demonstrated ability to work harmoniously with people from varied cultural, socioeconomic, educational and experiential backgrounds.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS: Work may be performed at any facility owned by the agency. Work may be done indoors or outdoors. May be exposed to environmental or equipment hazards. Will be required to travel to multiple locations. Must be able to regularly lift, push or pull up to 50 pounds, as well as the ability to bend, squat, kneel, and climb. Sufficient mobility is required to perform maintenance tasks essential to the position. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

COMPENSATION AND BENEFITS:

Starting wage between \$20.42 - \$22.54 per hour (DOE)

Benefits include:

- Medical & Dental Insurance including Rx and Vision
- Life Insurance and AD&D coverage
- SIMPLE IRA Retirement Plan (3% Employer Match)
- Employee Assistance Program
- Paid Sick and Vacation Leave
- 12 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:

Qualified candidates are encouraged to apply by providing **ALL** items requested. Please submit the following:

(1) Community Action Application (2) Resume (3) Letter of Interest.

Application Packets should be submitted to: **employment@communityactionskagit.org**

You can find all job announcements and apply online on our website at www.communityactionskagit.org

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. Should you require accommodation in the application process, please contact our HR Department.
