Job Title: Facilities Assistant

Reports to: Manager, Facilities

Department: Children & Family Services (CFS)

FLSA Classification: Non-Exempt

EEO Category: 8

Pay Rate: Salaried

Org Band: Frontline

SEIU Eligible: Yes

Job Summary: The Facilities Assistant is responsible for performing routine and preventive maintenance and repairs for designated buildings, facilities and equipment.

Primary Responsibilities

- Responsible for performing routine maintenance, general upkeep such as: painting, repair broken windows, doors and locks, install window blinds, fixtures, appliances, clearing drainpipes, and other necessary repairs.
- Assist with renovation and remodeling projects.
- Perform inspections as needed.
- Hauling trash and debris to the dump, (always ensuring proper disposal techniques are adhered to).
- Respond to emergency maintenance requests, under the direction of the Facilities Manager.
- Review and record weekly and monthly checklists of work performed.
- Other duties as assigned.

Qualifications

- Prior experience with building maintenance or in the construction field.
- Basic knowledge in painting, carpentry, plumbing and masonry preferred.
- Basic mathematics and attention to detail.
- Knowledge and use of power tools.
- Reliable, possess a positive attitude and work well with co-workers.
- Ability to read, write and understand verbal and written instructions in English.
- Eligible to work in the U.S. and pass background clearance.
- Valid California Driver’s License with clean driving record and insurable by Community Action Marin’s automobile insurance policy.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.
Physical Requirements

- Bend: flexion of the upper trunk forward while standing and knees extended, or knees flexed when sitting
- Lift: exertion of physical strength to move objects 10-50lbs from one level to another
- Carry: hold or rest weighted objects 10-50lbs directly on hands, arms, shoulders or back while moving from one location to another
- Climb: ascend/descend with gradual or continuous progress, using both hands and feet
- Push: exertion of force on or against an object (weight/size) to move it from one location to another.
- Feel: perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin

Acknowledgements

Community Action Marin is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: We are committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at our agency are based on business needs, job requirements, merit, alignment with agency core competencies, and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. Community Action Marin will not tolerate discrimination or harassment based on any of these characteristics.

By signing below, I acknowledge that I have received a copy of this job description. I further acknowledge that I can perform the essential duties and responsibilities of the position with or without reasonable accommodations.

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

SIGNATURE: ___________________________  DATE: ___________________________