



COMMUNITY BRIDGES
PUNTES DE LA COMUNIDAD

Posted: September 29, 2017
Open Until Filled

POSITION: FACILITIES TECHNICIAN

PROGRAM: ADMINISTRATION

POSITION DESCRIPTION:

Under the general supervision of CAO, the facilities technician is responsible for the administration, coordination, supervision, and facility needs of all programs; performs related work as required.

DUTIES AND RESPONSIBILITIES:

1. Provides general cleaning and maintenance of grounds of primary agency locations.
2. Works in an organized and safe manner.
3. Oversees contractors and providers for services including building, renovation, security, parking, cleaning, and infrastructure and will act as a liaison for the rest of the agency.
4. Assists with general moving of supplies and furniture for all agency needs.
5. Assists with ordering, purchasing, storing and tracking all program supplies.
6. Participates in meetings as required to stay current on program activities, practices and projects, and consults regularly with supervisor regarding job duties and projects.
7. Provides tenants with advice and guidance on maintaining their properties.
8. Inspects all community spaces daily to identify problems with litter, mechanical failure or breakdowns.
9. Responds to all tenants' requests for maintenance services.
10. Ensures that all agency facilities and program equipment is well-maintained and compliant with governmental regulations and environmental, health and security standards.
11. Ensure ongoing yearly preventative maintenance projects are completed.
12. Manages project budgets and ensures cost-effectiveness.
13. Advises programs on increasing energy efficiency and cost-effectiveness.
14. Helps agency to relocate to new offices and to make decisions about leasing.
15. Drafts reports and makes written recommendations upon request.
16. Uses initiative and independent judgment to work cooperatively with others and independently schedules and organizes own work.

17. Develops and maintains effective working relationships with other agency staff members and with representatives of funding sources, governmental and community organizations, and others in regular contact with the Agency.
18. Communicates effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
19. In accordance with the Community Bridges Customer Service Plan, provides excellent customer service to clients, colleagues, and the public.
20. Drives a motor vehicle incidental to the performance of the work.

Job descriptions are intended to be illustrative only; they are not designed to be restrictive or to define each and every assigned duty and responsibility. In an organization of this nature, each employee is expected to perform such duties as necessary to fulfill the stated goals of the agency.

MINIMUM QUALIFICATIONS:

Knowledge of:

- budget monitoring, record keeping and fiscal reporting functions for multiple budgets
- general maintenance and repairs

Skill in:

- planning, organizing, assigning, and reviewing the work of staff
- performing duties required for day-to-day operation of the program, including daily cleaning of grounds as needed, opening and closing access doors, ensuring trash pick-up and facility repairs are on schedule
- performing minor tenant improvements and repairs such as stucco, painting, carpentry, plumbing and electrical
- reading and interpreting complex laws and regulations
- using a computer to do word-processing, spreadsheets and data base maintenance.

OTHER REQUIREMENTS:

- Must have relevant experience in construction, painting, plumbing or electrical trades.
- Must have a valid CA driver's license, have access to drive a motor vehicle incidental to the performance of the work, and be insured.
- This work requires considerable and strenuous physical exertion, such as repeated reaching, lifting (up to 50+ lbs), pulling and pushing and standing for long periods of time. Must have sufficient physical strength and stamina to perform essential job duties.
- Must be able to work at various sites and be available upon emergency requests.
- Must be available to work a flexible schedule, including evenings and weekends as needed and requested.

- Must pass criminal background check and maintain a clean record.

UNION:

The Facilities Technician position is represented by the SEIU bargaining unit.

RATE OF PAY AND HOURS:

- This is a regular, on-call, non-exempt, position- hours vary.
- The entry rate of pay for this position is \$16.22-\$17.82/hr, depending on knowledge and experience (plus \$0.20/hr for on-call differential).
- Regular on-site attendance is required.

BENEFITS:

- Eligible for paid sick leave.
- 401(k) Retirement Plan: Agency matches employee contribution up to 1% of annual salary upon completion of six month employment, effective during open enrollment period.
- Paid lunch.

TO APPLY:

- Please submit your Community Bridges application by email (hr@cbridges.org), fax (831-688-8302), or in person.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- The Community Bridges general application may be downloaded at: <https://communitybridges.org/employment/>.
- If applicable, please submit any college transcripts, licenses, and/or certificates as an attachment to your application.

COMMUNITY BRIDGES IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.