

**EDMONDS PUBLIC FACILITIES DISTRICT/  
EDMONDS CENTER FOR THE ARTS  
Announces the following EMPLOYMENT OPPORTUNITY:**

**POSITION: FACILITIES ASSISTANT**

**EMPLOYMENT STATUS:** Part-time, Non-Exempt

**SALARY & BENEFITS:** \$18-20 per hour, dependent on experience

**REPORTS TO:** Director of Finance & Operations

*Edmonds Center for the Arts (ECA) a 700-seat, state-of-the-art performing arts venue located on the campus of the original Edmonds High School, just 20 minutes north of Seattle, seeks a resourceful, collaborative, and attentive Facilities Assistant to support ECA's Facilities Team.*

**JOB SUMMARY:**

A Facilities Assistant supports and works in collaboration with the Facilities Coordinator, performs light construction, maintenance, and repairs of Edmonds Center for the Arts property and equipment. Performs duties in a variety of the building maintenance and construction trades including carpentry, plumbing, roofing, painting, masonry, and locksmith duties. Assures the building is maintained in a safe and clean condition; prepares and maintains records for future purposes.

A Facilities Assistant at ECA is committed to justice, equity, diversity, and inclusion, and strives to continuously reflect these values within both internal and external relationships. A Facilities Assistant values a diverse team, is welcoming of different perspectives and approaches, and makes sure that their colleagues and partners feel valued and empowered.

**ESSENTIAL JOB FUNCTIONS:**

- Ensures the delivery of Facilities Management services to a high standard.
- Works with the Facilities Coordinator, Director of Finance & Operations, and Facilities & Operations Committee to identify opportunities that will continuously improve all aspects of facility operations.
- Carry out building, meeting room, and property checks daily, ensuring any issues are dealt with in a prompt and efficient manner.
- Assist the Facilities Coordinator with maintaining the property to an acceptable condition utilizing the approved external M&E, cleaning, grounds & waste services, and security contractors respectively ensuring that the site is always fully operational.
- Routine preventive facilities maintenance. Help conduct regular inspections of the buildings' conditions and assist in preparing long-term preservation planning documents.

- React and respond swiftly to address building or grounds maintenance issues.
- Understand how to diagnose, repair, operate and control a variety of building systems.
- Support routine interior and exterior janitorial services with trash removal, vacuuming, mopping, stocking restrooms and other supplies, exterior debris pickup.
- Building Safety and Security: Monitoring, opening, and closing for activities as assigned.
- The ordering and upkeep of supplies, as directed.
- Customer Service Resource: Assist internally and externally with facilities requests: equipment, supplies, setting up and taking down tables and chairs, etc.
- Offer event support to production, rentals, patron services and development departments when available and as approved and scheduled by the Facilities Coordinator.
- Help organize and maintain related building documents, including inspection reports, MSDS books, COI's, building certificates, operating manuals, emergency procedures, vendor contracts, and other facilities planning documents.
- Assist in safety audits of the property and buildings and contribute to relevant risk assessment activity.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of building mechanical systems.
- Knowledge of building electrical systems.
- Knowledge of building plumbing networks.
- Comfortable working with a variety of tools, machine-driven and hand-held power tools, and materials.
- Ability to read and understand construction specs and drawings.
- Ability to plan, organize, and coordinate multiple projects.
- Excellent time-management skills.
- Excellent written and oral communication skills.
- Demonstrate aptitude to troubleshoot malfunctioning equipment, building issues and facilitate repairs.
- Familiarity with standard janitorial equipment and sanitization practices.
- Ability to work unsupervised with safety standards being the number one priority.
- Strong communications skills, must be able to speak, read, write and understand English.
- Strong customer service skills
- Attention to detail

#### **EDUCATION AND EXPERIENCE:**

- High School Diploma or G.E.D.
- 1-2 years' experience in facility maintenance and/or trades
- 1-year previous experience in Customer Service, Janitorial Service, Landscape.

- Valid CPR/1st Aid Certification within sixty (60) days of hire.
- Professional appearance a must.
- Proficiency with Microsoft Office Suite desirable.

## WORKING CONDITIONS

- Ability to work flexible hours during performances and special events, including evenings and weekends, as needed.
- Ability to stand for prolonged periods and to regularly lift and set up chairs, tables, and other event-related materials up to 40 lbs at a time
- Reliable transportation and valid Driver's License.
- Ability to work in an indoor and outdoor environment.
- Walking or otherwise moving over rough terrain and through a multi-story, historic facility.
- Sitting, standing, or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling, or crouching, stooping, reaching, pushing, pulling, and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders, and inclines.
- Working at heights, working on a high ladder, and working in a confined space.
- Physical labor including lifting/carrying or otherwise moving or transporting 25-50 pounds.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on OSHA standards when required.

## SCHEDULE:

This position generally supports the Facilities Coordinator, of 20-25 hours a week, dependent on priorities and may begin as early as 7am. Schedule to be determined on a weekly basis. Occasional weekend, evening and overtime work may be required.

## APPLICATION REQUIREMENTS:

Please send **cover letter** describing qualifications, **resume**, three **references**, **completed EPFD/ECA Application Form and Voluntary EEO Survey** (available for download at <https://www.edmondscenterforthearts.org/who-we->



are/employment) to the careers@ec4arts.org OR mailed to *Facilities Assistant Search, Edmonds Center for the Arts, 410 4th Ave N, Edmonds, WA 98020.*

**No phone calls please.**

**NOTE:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity, and authorization to be employed in the United States. Additionally, all applicants must possess a valid Driver's License. **Edmonds Center for the Arts is an Equal Opportunity Employer.**

**NOTE:** An EPFD/ECA Application Form is required for all EPFD/ECA job openings. It is important that you review the application carefully. A candidate may be disqualified due to an incomplete application form. Any individual requiring ADA accommodation during any part of the selection process should advise EPFD/ECA of the need.