

EDMONDS PUBLIC FACILITIES DISTRICT Announces the following EMPLOYMENT OPPORTUNITY:

POSITION: FACILITIES ASSISTANT
EMPLOYMENT STATUS: Part-time Non-Exempt
SALARY & BENEFITS: \$18 per hour
REPORTS TO: Facilities Manager

JOB SUMMARY:

Under the general supervision of the facility manager, performs lite construction, maintenance, minimal repairs of Edmonds Center for the Arts its grounds and equipment perform 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 maintain records for future purposes.

ESSENTIAL JOB FUNCTIONS:

- Routine preventive facilities maintenance
- 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.
- Customer Service Resource: Assist rental clients with facilities requests: equipment, supplies, etc.
- Offer event support to rental manager, patron services and development departments when available and as approved and scheduled by the Facilities Manager.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficiency with standard hand tools, machine-driven and handheld power tools.
- 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:

Schedule is 20 hrs. work week with the potential Full-Time employment w/ benefits following the successful completion of a 6-month introductory period. Evenings and occasional weekends are also required. Shifts generally are five hours or more to start.

ENVIRONMENT:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

- Walking or otherwise moving over rough terrain.
- 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 Manager, consisting of 4-8-hour shifts which may begin as early as 7am. Schedule to be determined on a weekly basis. Occasional weekend, evening and overtime work may be required.

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.

APPLICATION REQUIREMENTS:

Please send cover letter describing qualifications, resume, three references and a completed ECA Application Form (available for download at www.ec4arts.org) to Facilities Assistant, Edmonds Center for the Arts, 410 4th Ave. N. Edmonds, WA 98020. E-mail: operations@ec4arts.org Fax: 425-275-4487. No phone calls please.

Please note: Any individual requiring ADA accommodation during any part of the selection process should advise Edmonds Public Facilities District of the need.

Edmonds Public Facilities District is an Equal Opportunity Employer.