JOB DESCRIPTION

DEPARTMENT: Operations - Facilities
POSITION TITLE: Facilities Associate
POSITION CLASSIFICATION: Varied: Franklin, Hampshire, and Hampden Counties
LOCATION: Non-Exempt
SUPERVISOR: Director of Operations

POSITION SUMMARY
Under the direction of the Director of Operations and Operations Coordinator, the Facilities Associate is responsible for the general maintenance and/or minor repairs to all agency facilities, grounds, and equipment.

ESSENTIAL QUALIFICATIONS
- High school diploma or High School Equivalency.
- Five to seven years’ related experience, including experience with small to medium sized building renovations
- Working knowledge of maintenance supplies, equipment, materials, and methods used to perform routine repairs and installations
- Additional appropriate education may be substituted for work experience or additional directly related work experience may be substituted for education

ESSENTIAL RESPONSIBILITIES
1. Oversee projects under the direction of the Operations Coordinator
2. Coordinate and assist work of the Facilities Assistants.
3. Perform daily tasks in response to maintenance requests and scheduled work orders.
4. Perform regular site inspections of Head Start sites and other agency sites.
5. Perform general repairs to walls, doors, locks, windows, office equipment, flooring, and miscellaneous agency equipment in and around agency facilities
6. Coordinate and/or move desks, files, furniture, office equipment, and other items as requested
7. Perform routine preventive maintenance on agency buildings, equipment, motor vehicles, and utility systems on a scheduled basis
8. Perform general grounds maintenance work including mowing of lawns, raking, pruning, landscaping, and snow removal.
9. Maintain routine records and make reports as required utilizing the facilities database
10. Maintain organization and cleanliness of maintenance facility, work vehicle and project sites in conjunction with other facilities staff
11. Perform all work in a neat, safe, energy conscious and professional manner
12. Maintain organization of agency-provided tools to ensure their performance integrity
13. Monitor and report all equipment, system and work site safety concerns to Operations Coordinator.
14. Work with local building inspectors to secure occupancy and other required permits to operate Head Start/Early Head Start and Child Care facilities according to all regulations.
15. Assist with expansion or relocation of services by preparing any new site for occupancy.
16. Schedule vendors and contractors as needed for HVAC, electric, plumbing, custodial, and other identified needs.
17. Create job scope specifications, bid, organize, and oversee any minor renovations.
18. Assist other agency staff when necessary and work with other departments when assigned by the Director of Operations to insure the overall safety and smooth operation of the agency
19. Perform occasional custodial duties and other related tasks as required
20. Participate in professional development activities and team meetings.
22. Perform related work as required.
23. Attend staff meetings
24. Comply with agency and funders’ paperwork requirements and procedures
25. Attend regularly scheduled supervision meetings
26. Attend mandatory agency trainings and other relevant trainings

This does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**SKILLS REQUIRED**

- Basic computer skills: using a mouse, email, Microsoft office
- Excellent verbal (in-person and phone) and written communication skills
- Excellent organizational skills and attention to detail
- Excellent customer service to employees, supervisors, and vendors
- Must be able to work intuitively and independently as part of the Facilities team
- Ability to be flexible to complete work based on program needs and schedules
- Ability to work collaboratively in a fast paced environment
- Ability to understand verbal and written instructions, and communicate effectively
- Good skill in use of hand and power tools
- General maintenance skills.
- General knowledge of building systems, including, but not limited to HVAC, electric and plumbing systems.
- Understanding of data capture and tracking methods.
- Sensitivity to cultural and socioeconomic diversity and the needs of individuals with low incomes.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**
The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing/sitting for long periods of time
- Bending, lifting (up to 50 lbs.), pushing, kneeling, crouching, crawling, stooping
- Use of hands and fingers for manipulation and using tools
- Specific vision abilities required include close vision, distance vision, color vision and depth perception
- Must be able to hear with accuracy
- Climbing step stools and ladders up to a height of ten feet
- Ability to perform physical labor such as moving furniture, equipment, lifting, and carrying items of weight
- Manual dexterity required for use of calculator and computer keyboard.
- The work environment includes indoor office environments or comparable spaces, and community spaces, with occasional exposure to outdoor weather when traveling to outreach or meeting sites. The noise level varies by site.

AA/EOE/ADA

Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record (C.O.R.I), Department of Children and Families (DCF) background check and effective September 1, 2013 Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams submitted every 2 years. Also, submit evidence of a good driving record and ability to be covered under Community Action’s non-owned and hired vehicle policy.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE