



POSITION TITLE:	Facilities Assistant
PRIMARY SUPERVISOR:	Facilities Specialist
DEPARTMENT:	Facilities/Finance
SUPERVISES:	N/A
STATUS:	Non-Exempt
COMPENSATION:	\$15.00 per hour

POSITION DESCRIPTION: Under general supervision from the Facilities Specialist, performs a variety of routine administrative and clerical duties of moderate complexity requiring the exercise of some discretion and use of judgment and initiative. Responsible for providing a wide range of assistance to the Facilities Department as outlined below.

REQUIREMENTS & QUALIFICATIONS:

- High School Diploma required
- Minimum 1-year prior experience assisting with Facilities functions and responsibilities as outlined below
- Bilingual (Spanish/English) preferred
- Valid California driver's license, automobile insurance and a clean driving record with reliable transportation required
- Proficiency working with modern office equipment
- Proficiency using Word, Excel and Outlook
- Sensitivity to working with culturally diverse populations
- Detail oriented and accurate
- Able to maintain strict confidentiality
- Strong organizational skills

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Each of the responsibilities listed below are considered essential functions of this position. Additionally, this position is expected to ensure that the core operating values and the strategic direction of the agency are adhered to at all times.

- Provides assistance with a variety of office functions as well as in-person Facilities-related needs that may arise at the various locations
- Oversees building and grounds maintenance ensuring that facilities are clean and maintained according to company policy and procedures
- Assists with preventing and monitoring safety hazards and concerns throughout the buildings and facilities
- Assists with conducting and documenting regular facilities inspections for all locations
- Completes routine administration. Receive and process incoming and outgoing mail. Sort mail and parcels in transit and deliver to appropriate location.
- Assists with receiving, reviewing, and tracking work orders for the completion of requests and reports
- Provides assistance in tracking the parking assignments within the buildings and assign and monitor electronic entry devices that are issued to designated staff members



- Maintains all office keys in relationship to interior offices and physical structure of commercial office building by overseeing the distribution, logging, and copy request
- Schedules and monitors work with locksmith for key and lock changes
- Updates extension listings and floor plans
- Tracks expiration dates on agency's emergency kits (office and staff)
- Orders new supplies as needed to update office and staff kits
- Monitors the supply of stockable items and notifies the Facilities Specialist whenever the supply levels need replenishment
- Uses machinery and equipment. Drive the company van or car to pick up and deliver mail, packages, personnel, cash etc. to and from various locations.
- Provides assistance with general purchasing tasks related to obtaining quotes, receiving the related documents and monitoring the receipt of invoices and the corresponding services
- Assists in obtaining copies and creating files and contact information related to service contracts
- Serves as a point-of-contact for vendors, as assigned assisting with scheduling appointments and follow-ups
- Coordinate donation pick-ups and drop offs
- Assists with the scheduling, set-up, sanitation, disinfection and use of conference rooms and offices
- Assists with storing and retrieving items from storage
- Assists with agency inventories
- Maintains the vehicle fleet schedule which includes licensing, registration tags and other related items related to the organization's vehicles such as weekly vehicle inspections, scheduling required maintenance, and monthly mileage logs
- Supports other task within the Finance Department as needed

PHYSICAL DEMANDS:

The majority of the time spent in this position will be spent in an indoor office setting in a predominantly sedentary position. However, there will be times when the individual will need to perform more physical duties that will require the following physical demands:

- Must be able to drive a vehicle
- Must be able to travel from one facility to another as needed
- Must be able to sit for long periods of time
- Must be able to use a variety of office equipment
- Must be able to lift up to 30 pounds on an occasional basis
- Must be able to carry up to 30 pounds on an occasional basis
- Must be able to fulfill a wide-range of physical movements to include kneeling, bending, stooping, stretching, climbing, twisting, reaching and pushing

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas.