

To Apply, Please submit cover letter and resume to aaron@uheightscenter.org

Facilities Technician

The Facilities Technician is an integral team member and is responsible for the day-to-day maintenance and upkeep of the interior and exterior of our historic, landmarked building that is home to multiple resident organizations serving the community with early learning childcare, specialized K-12 education, and afterschool arts programs.

Hours: Full Time, Monday through Friday 7:30am to 3:30pm

Reports to: Facilities Manager

COMPENSATION:

Starts at \$19/hour;

Includes health/dental benefits, matching retirement plan, paid sick/vacations and holidays.

Ideal Start Date: as soon as available.

Job open until filled.

SUMMARY OF REQUIRED DUTIES:

The general areas of responsibility are:

- Check/empty all garbage, recycling and compost bins in common areas and office
- Restock and clean all bathrooms
- Check grounds for litter and graffiti, empty exterior garbage cans
- Maintain grounds, including leaf blowing, weeding, mowing, weed-whacking
- Perform seasonal maintenance
- Perform interior cleaning duties, including dusting and sweeping
- Respond to work orders submitted by tenants
- Answer Facilities Phone, responding to requests
- Run boiler
- Be point-of-contact for security, U District Ambassadors, and police as needed
- Other duties as assigned by Facilities Manager

QUALIFICATIONS

- Customer relations and service skills

- Ability to lift 50 lbs.
- Ability to climb stairs
- Ability to work independently with minimal supervision
- Ability to multitask
- Ability to work with chemicals, paints, cleaners associated with facilities maintenance
- Be tactful and patient and work well in a fast-paced environment
- Willingness to learn