



Job title	<i>Facilities Assistant</i>
Reports to	<i>Director of Facilities</i>

Position Summary

The Facilities Assistant will work directly under the supervision of the Facilities Director and be collectively responsible for keeping our (3) facilities operating and repairing any problems when they are discovered before they have a chance to worsen. This position will be required to perform a wide range of repair tasks around any of our (3) facilities. Must be willing to be available for after hour emergencies.

Areas of responsibilities / Duties

- Light Grounds Maintenance
- Replacing lightbulbs and other light electrical work as needed
- Light Plumbing (sinks, toilets, etc.)
- Minor repair and maintenance (air filter management)
- Performs electrical maintenance and repairs to equipment
- Operate and maintain a variety of maintenance associated power tools
- Collect and dispose of all litter, trash and debris on grounds, streets and parking lots
- Installing appliances in offices and equipment in facilities
- Keep accurate records as necessary for preventative maintenance measures
- Perform other related duties as required

Some tasks may include but not limited to:

- Performing routine maintenance around the buildings such as fixing, windows, screens, doors or wall repairs
- Repairing broken or leaking plumbing to avoid water damage and restore full use of water fixtures
- Monitoring the building equipment in order to keep the facilities functioning properly
- Applying preventative measures to the building to reduce the risk of future problems, such as inspections
- Fixing potential safety hazards to avoid injuries
- Painting when necessary
- Assisting other staff when needed

Qualifications

- High School Diploma or equivalent GED certificate.
- Must be a steady, reliable worker.
- Must be able to speak, read and write English.
- Bilingual a plus & desired but not required (Spanish).
- Must pass background check.
- Must have valid state Driver's license with clean driving record.
- Own a reliable vehicle.
- Own Basic Home repair/construction tools.
- Basic knowledge of home repairs/plumbing/painting/basic electrical.
- Be a proactive self-starter but also a team player.
- Adaptability is essential; demonstrate the ability to work independently, think creatively, and remain open to continuous learning
- Ability to travel between Santa Barbara – Santa Maria as needed.

Working conditions

Position will be based in Santa Barbara. Travel as needed to all shelter locations in Santa Barbara County, as well as to other meetings/functions that will further the goals and responsibilities of the position. During training, work schedule will be that of the facilities Director. After training is completed, Facilities Director will determine work schedule, a possible alternating Saturday schedule may be scheduled as needed. May be called for after hour emergencies.

Physical requirements

In the course of performing this job, the incumbent will typically spend time sitting, walking, standing, listening/speaking, some writing and operating a personal computer. They will be required to drive an automobile to get to and from the different DVS property sites. Incumbent will be expected to lift and carry various office and maintenance items up to 50 lbs. on an occasional basis. Reasonable accommodations may be arranged to enable individuals with disabilities to perform essential duties of the job.

Direct reports

Director of Facilities

Pay Range

- Starting Range is \$23.00 - \$25.00 per hour, DOE.
- Position Salary Range is \$47,840 - \$52,000 per yr.
- Competitive benefits and rewarding environment.

If you are a self-starter with a passion for helping others, advocating for those that are striving for their independence and educating others, we encourage you to apply for this exciting opportunity. We offer competitive compensation, bi-lingual incentives and competitive benefits packages, as well as opportunities for growth and development within the organization. Join us in making a positive impact and contributing to our mission.

How to Apply

Please email your resume and cover letter to Cristina Caratachea, Director of Administration, at HR@DVolutions.org

