



Community Action Marin

- Job Title:** Facilities Assistant
- Reports to:** Assistant Facilities Manager
- Job Status:** Salaried / Non-Exempt
- Job Summary:** The Facilities Assistant is responsible for performing routine and preventive maintenance and repairs for designated buildings, facilities and equipment.

Primary Responsibilities

- Responsible for performing routine maintenance, general upkeep such as: painting, repair broken windows, doors and locks, install window blinds, fixtures, appliances, clearing drainpipes, and other necessary repairs.
- Assist with renovation and remodeling projects.
- Perform inspections as needed.
- Hauling trash and debris to the dump, (always ensuring proper disposal techniques are adhered to).
- Respond to emergency maintenance requests, under the direction of the Assistant Facilities Manager.
- Review and record weekly and monthly checklists of work performed.
- Other duties as assigned.

Qualifications

- Prior experience with building maintenance or in the construction field.
- Basic knowledge in painting, carpentry, plumbing and masonry preferred.
- Basic mathematics and attention to detail.
- Reliable, possess a positive attitude and work well with co-workers.
- Ability to read, write and understand verbal and written instructions in English.
- Valid California Driver's License with clean driving record and insurable by Community Action Marin's automobile insurance policy.
- Deep understanding – and ability to articulate – the role equity, inclusion, and diversity plays in our work.

Physical Requirements

- Ability to sit, walk, stoop, stand, bend, kneel, squat and twist and climb stairs intermittently.
- Ability to grasp, push and pull objects; reach overhead.
- Lifting up to 50lbs using appropriate lifting techniques, raising or lowering objects
- (includes upward pulling).