

## FY21 Job Posting

**Position Title:** Facilities Assistant

**Reports to:** Director of Support Services

**Hours:** Up to 12-15 hours/week (or more as dictated by specific needs of the agency)

**Position Overview:** The position of the Facilities Assistant is to help maintain of our building, grounds and systems, and to ensure the environment is safe and clean for the employees to be able to perform their duties and for clients, shoppers and visitors to feel safe and welcomed.

**Skills Desired:** Demonstrated experience with customer support and problem-solving; must be highly organized and able to work independently; able to communicate effectively verbally and in writing with employees and outside vendors. Ability to use snow removal and other mechanical equipment required; owning hand tools desired; familiarity with HVAC, electrical and plumbing systems preferred; knowledge of security camera systems, alarm systems and VOIP phone system a plus.

**Position duties and responsibilities include, but are not limited to:**

- Help maintain a safe clean working environment for all who use our building
- Coordinate repairs and maintenance of building, parking lots and sidewalks; HVAC, electrical and plumbing systems; and furniture and fixtures
- Communicate with building cleaning vendor as needed on projects or areas needing special attention
- Responsible for snow removal from sidewalks and entrances after storms; and to keep parking lots and sidewalks free weeds/debris for the safety of all who use the building
- Assist other departments with moving office furniture, hanging items on the walls, unloading and storing supplies
- Inventory building supplies and inform DSS when re-order necessary
- Responsible to track all necessary periodic building and equipment inspections.
- Responsible to track all necessary fleet vehicle repairs, maintenance, inspections and registrations
- Help DSS to reduce costs and improve efficiency in the workplace
- Help DSS maintain security camera, alarm and VOIP phone systems
- Complete other projects and small jobs as assigned.
- Adhere to the Beverly Bootstraps Written Information Security Plan and Procedures
- Comply with all policies & procedures as outlined in the Employee Handbook
- Should be compassionate and kind; should work with integrity in all relations; should understand our mission and be invested in Beverly Bootstraps.

**Desired Minimum Qualifications:**

- Successful CORI check.
- Valid driver's license and own vehicle.
- High school diploma or equivalent.
- One year related experience and/or training, preferably in building maintenance with general knowledge of HVAC, electrical and plumbing systems.

**Primary Physical Requirements:**

While performing the duties of this job, the employee is required to use a snow blower, pallet jack and other equipment or hand tools. The employee is frequently required to reach, climb or balance; stoop, kneel, crouch, or crawl. The employee may regularly lift and/or move up to 50 pounds

**Statement of Non-Discrimination:**

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.

Beverly Bootstraps, 35 Park Street, Beverly, MA 01915