



## Job Description

Title: Facilities Staff

Classification: Full Time, Hourly, Non-Exempt, M5

Approved by: Susan Linkwitz

Date: January, 2017

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## Principal Objective

Under the direct supervision of the Center Member Services Director, the Facilities Staff role is responsible for day-to-day maintenance services and repairs in the areas of plumbing, carpentry, painting, plastering, pool, HVAC, and electrical servicing for the Center facilities. The Facilities Staff role assists with ensuring the buildings and grounds are maintained, which entails daily and weekly cleaning and assistance with projects.

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## Principal Roles and Responsibilities

- **Facilities Maintenance:** Perform all functions of Center facilities maintenance in the areas of plumbing, carpentry, painting, plastering, pool, HVAC, landscaping, pest control, and electrical servicing consistent with approved budgets, deliverables and timelines. (80-90%)
  - **Staff Member:** Administers and enforces the Center policies and procedures. Is actively involved in organization-wide activities as required (i.e., staff retreats, team meetings, etc.). Provide daily/weekly communications to Center team regarding facilities projects. Fulfill other duties as assigned by supervisor. (10-20%)
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## Requirements

- **Sports ministry:** passionate about supporting personal fitness and using sports to build communities that love God and love others; align with Peninsula Community Center's mission, vision, and values (Walk Deep, Play Well, Park Off Campus, and 5R's)
- **Organizational skills:** an ability to plan events, remember details, be creative, multi-task, take initiative, follow through with people, and make sure things get done.
- **Relational skills:** ability to work and interact with people (both children and adults), manage conflict, build and nurture long-term relationships in a collaborative, start-up paced environment; and maintain a high level of professionalism and confidentiality.
- **Physical abilities:** 18 years old or older and available to work 30-40 hours/week, including weekends, each week. Sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts (50 to 100 pounds) of weight; to operate assigned equipment and vehicles, including lift and ladders; and to communicate verbally and in writing (texts/emails) in the English language to exchange information. See in the normal color and visual range with or without correction. Hear in the normal audio range with or without correction.