



JOB DESCRIPTION

Posting Date:	
Closing Date:	

POSITION DESCRIPTION:

Position Title: Facilities Maintenance Department: Administration

Classification: Full Time Part Time Salary: _____

REPORTING RELATIONSHIPS:

Position Reports To: Executive Assistant/Resource Development

Supervises: None

POSITION PURPOSE:

This position is responsible for the upkeep and maintenance of the donor centers, grounds and vehicles. The donor centers, grounds and vehicles are to be aesthetically pleasing and are to be kept free from safety hazards by performing routine facility maintenance and general repairs.

ESSENTIAL FUNCTIONS & BASIC DUTIES:

Janitorial: to include but not limited to window washing, sweeping, dusting, recycling, maintaining cleanliness of restrooms, hallways, common and storage areas, and complete cleaning crew oversight. Prepare for and address inclement weather concerns. Performs other duties as assigned.

Landscaping/Grounds Maintenance: to include but not limited to landscaping and grounds maintenance, including inclement weather. Garbage pickup and maintaining cleanliness and maintenance of parking lots, including signage. Performs other duties as assigned.

Vehicle Maintenance: to include but not limited to preventive maintenance, basic minor upkeep and repairs and maintaining Repair Logs. Prepare for and address inclement weather concerns. Performs other duties as assigned.

Miscellaneous Duties: to include but not limited to maintaining plumbing, electrical, carpentry and alarm, generator and HVAC systems and logs. Tracking, managing and purchasing supplies and accepting deliveries. Transportation of CRBS supplies, staff, and blood products as needed. Assists in moving of furniture and equipment as needed. Performs other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Listed below are representative of the knowledge, skills, and/or abilities necessary to meet the minimum job requirements.

- Education/Certification:**
- High School Diploma, Technical or Trade school.
- Experience:**
- Have three to five (3-5) years' minimum experience working in facilities maintenance.
 - The employee must have the ability to troubleshoot.
 - Plumbing, carpentry, electrical and mechanical experience.
 - Experience with HVAC systems and generators a plus.
 - Customer service focus.
 - Repair the first time attitude and in a timely manner!
- Skills/Abilities:**
- Must be able to manage time and set priorities.
 - Demonstrates ability and good judgment in solving problems.
 - Maintains records in accordance with established procedures.
 - The Employee must be able to perform their job in a professional manner.
 - Needs excellent organizational skills and reporting abilities.
 - Must be able to communicate and work well with superiors, customers, co-workers, suppliers and others associates.
 - Is able to lift 50 pounds with or without accommodation.
 - Maintains a clean and orderly work area.
 - Maintains confidentiality.
 - Maintains CRBS image by wearing appropriate attire and having good grooming standards.
 - Actively participates in establishing and maintaining at all times, a positive professional attitude toward donors, the public, volunteers and fellow employees.
- Required:**
- Valid WA state driver's license, a good driving record and proof of insurance is required. CDL License preference.