



Job Announcement

Date Posted: March 14, 2017

Edited: April 17, 2017

Facilities Specialist

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| Job Title & Code: | Facilities Specialist (Non-Exempt) |
| Job Hours: | Full Time (temp to hire) |
| Salary: | \$11.75 - \$13.50 per hour DOE |
| Benefits Offered: | Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Pension Plan |

ACCESS helps create a community where people share skills and resources to develop a sense of responsibility for themselves and each other. We are a team of positive individuals who strive to make a change for the better in our community. Apply today. We look forward to meeting with you!

Position Summary

Perform preventative, routine, and emergency maintenance services for the ACCESS main buildings as well as apartment complexes owned and managed by ACCESS.

Position Duties & Responsibilities

- Perform lawn and grounds maintenance including but not limited to grounds clean up, landscaping, and cleaning of common areas.
- Respond appropriately to routine and emergency repairs as needed (i.e. broken water pipes, plugged toilets, etc.)
- Perform turnover cleaning and repairs on units as needed.
- Responsible for the monthly cleaning and routine upkeep of the pool vehicles. Including shuttling vehicles to and from service vendors.
- Move office furniture as requested, in addition to arranging furniture for meetings in the Olsrud Building.
- Collect and record checks and coins during routine grounds visits.
- Maintain SDS worksheets as required by OSHA.

Position Requirements

- Belief in ACCESS' mission to help people help themselves.
- 6 months of relevant work and customer service experience.
- Ability to lift 25 pounds consistently.
- Ability to respond to emergency after hours calls when applicable.
- Ability to maintain confidentiality and work effectively with others.
- Ability and flexibility to travel as needed for training and other work related purposes.
- Valid Oregon Drivers license with record that is acceptable under ACCESS' insurance policies.

Preferred Qualifications

- Previous landscaping experience.

Apply by Sending Cover Letter & Resume To

ACCESS Attn: Human Resources; 3630 Aviation Way, Medford, OR 97504

OR Email jzomerdyk@accesshelps.org

Visit www.accesshelps.org for more information