



## Job Announcement

Posted: September 24, 2018

### *Facilities Specialist*

ACCESS is a team of Superheroes that make a difference in the community every day.

If you are a dedicated hardworking person interested in helping build your community then ACCESS is the place for you. Bring your initiative and can-do attitude to this hardworking team!

|                          |  |
|--------------------------|--|
| <b>Job Title:</b>        | Facilities Specialist  |
| <b>Job Hours:</b>        | Full Time (40 hours per week)  |
| <b>Salary:</b>           | \$13.25 - \$14.75 per hour DOE                                       |
| <b>Benefits Offered:</b> | Health, Dental, RX, Vision, FSA, Vacation, Sick, Holidays, 403B Plan |

#### Position Summary

The Facilities Specialist position is responsible for performing preventative, routine, and emergency maintenance services for the ACCESS main buildings as well as apartment complexes owned and managed by ACCESS.

#### Primary 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.
- 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/or coins during routine grounds visits.
- Maintain Safety Data Sheets (SDS) worksheets as required by Occupational Safety and Health Administration (OHS/A).
- Maintain the cleanliness of the buildings.
- Perform outdoor debris cleaning of the grounds as needed and/or appropriate.
- Ensure that the front lobby area and hallways are cleared from any debris and obstructions.

#### Primary Requirements

- Belief in ACCESS' mission to help people help themselves.
- Demonstrated 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 driver's license with record that is acceptable under ACCESS' insurance policies.

#### Preferred Qualifications

- Previous landscaping experience.

#### Apply by Sending Application, Cover Letter & Resume To

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

OR Email [jzomerdyk@accesshelps.org](mailto:jzomerdyk@accesshelps.org)

Visit [www.accesshelps.org](http://www.accesshelps.org) for more information