



## Job Announcement

Job Posted 6/10/2022

### *Campus Facilities Specialist*

*ACCESS is an energetic, diverse, and compassionate team that creates positive change in the community every day. If you are dedicated, hardworking and have a passion for helping others, ACCESS is the place for you!*

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| <b>Job Title:</b> | Campus Facilities Specialist (Non-Exempt)                                  |
| <b>Job Hours:</b> | Full Time (Saturday-Friday)  |
| <b>Salary:</b>    | \$16.50 - \$19.50 DOE  |
| <b>Benefits:</b>  | Health, Dental, Life, RX, Vision, FSA, Vacation, Sick, Holidays, 403b plan |

#### **Position Summary**

The Campus Facilities Specialist position is responsible for performing maintenance services and landscaping for the ACCESS office buildings. This position will be available to assist other Facilities Specialists with maintenance on ACCESS' rental properties.

#### **Position Duties & Responsibilities**

- Complete maintenance work orders ensuring that work is completed within expected timeframes.
- Perform lawn and grounds maintenance including but not limited to grounds clean up, landscaping, and cleaning of common areas.
- Restock office supplies, as needed.
- Responsible for the monthly cleaning and routine upkeep of the pool vehicles. Including shuttling vehicles to and from service vendors.
- Build and move office furniture as requested, in addition to arranging furniture for meetings in the Olsrud Building. Move items to storage, as needed.
- Maintain Safety Data Sheets (SDS) worksheets as required by Occupational Safety and Health Administration (OHSA).
- Maintain the cleanliness of the buildings by means such as vacuuming, picking up garbage, sweeping, mopping, and dusting. Uses appropriate household cleaning agents to ensure that the bathrooms and windows are kept clean.
- Wax and polish floors as needed and/or appropriate.
- 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 (i.e. donations, medical equipment returns, etc.)
- Assist with unit turnover cleaning and repairs, as needed.

#### **Position Requirements**

- Belief in ACCESS' mission to provide food, warmth, and shelter.
- This position is required to have a work issued cell phone (in lieu of a cell phone other similar options are available per the agency Cell Phone Election Form).
- Minimum of 1 year of maintenance, construction, or similar 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.



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ACCESS provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, ACCESS complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

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

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

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