



Job Title: Facilities Associate

Location: Varies; 57-61 Arch Street; 85 Arch Street; 241 Arch St; and 180 North St, New Britain, CT

Schedule: 40 hours per week, 7am-3pm, with potential to be on-call as needed.

Classification: Non-Exempt; Full-Time; Essential; starts at \$23/hr depending on experience

Reports to: Facilities Director

Job Purpose: The Facilities Associate assists with all phases of interior and exterior building/facilities maintenance and repairs including painting, repairing furnishings, cleaning and special projects that arise. Responsibilities also include handling tenant maintenance and security emergencies on a rotating on-call basis. The Facilities Associate position is considered an essential worker position and thus some evenings and weekends may be required, and attendance regardless of weather is expected.

Duties and Responsibilities:

- Follow the directives of the Director of Facilities to meet the cleaning, repair and/or maintenance priorities of the agency;
- Perform preventive and routine maintenance tasks including but not limited to the following:
 - Moving, rearranging, repairing and assembling furniture;
 - Repairing minor cracks, and damages;
 - Changing light bulbs;
 - Changing air filters;
 - Updating window dressings and repairing screens and window locks;
 - Attaching shelving, pictures, bulletin boards to walls;
 - Patching and painting of walls and ceilings;
 - Unclogging drains;
 - Light landscaping;
- Complete light carpentry including patch/paint, door adjustments, drywall repair, etc;
- Complete repairs, services and maintenance on the buildings as needed, supporting partnerships with outside vendors as necessary;
- Tour facilities frequently to assess conditions and take appropriate responsive and/or planning action to ensure the quality, cleanliness and safety of the living and working environments;
- Complete ongoing, routine and emergency custodial and maintenance requirements;
- Support indoor/outdoor custodial tasks as needed, running errands as assigned;
- Maintain the facility in accordance with the operations manual (safety, security plan and emergency plans, safe use of equipment, avoiding trips and falls, observing fire regulations, etc.);
- Monitor facilities operations, safety/security programs, processes and/or practices for quality and effectiveness, making recommendations for improvement to Facilities Director;



- Provide immediate and professional response to any security/safety emergency or disturbance within or immediately outside the facility;

Minimum Experience and Training:

- Previous experience providing maintenance, preferably in a social service and/or residential setting
- Prefer bilingual (English/Spanish)

Essential Skills, Qualifications and Requirements:

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Community:** Staff is a dependable team player within their department, across departments, and with community colleagues (when appropriate); consistently at work and on time, reports to all scheduled shifts; follows instructions, responds to management direction; staff's communication style invites collaboration;
- **Initiative:** Staff is proactive in identifying and resolving issues, versus leaving them for someone else; staff is solution-focused, and takes pride in their work; able to oversee day-to-day operations of self and a team, staying ahead of deadlines and maintaining productive time-keeping for self and others; solicits feedback to improve personal performance, and completes tasks in a timely and accurate manner;
- **Accountability:** Staff acts with integrity and practices ethical decision-making; takes responsibility for mistakes instead of making excuses, and uses challenging experiences as opportunities to improve; able to navigate hard conversations with staff, participants, and peers with respect;
- **Creativity:** Staff is flexible, and engages in outside-of-the-box thinking to ensure work is completed and good decisions are made; open, accountable, and able to work with individuals from various backgrounds and at different skill levels; able to multitask and manage crises;
- Local travel is necessary thus reliable transportation is required. **Must possess a valid driver's license, current valid car registration and the required vehicle insurance (single liability limits of \$100,000 Bodily Injury Per Person / \$300,000 Bodily Injury Per Accident / \$50,000 Property Damage OR Combined Single Liability Limit of \$300,000 (this combines the bodily injury and property damage into one limit per claim) and annually provide a declarations page to the Director of Human Resources.**



Physical Requirements:

The physical requirements described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- The physical ability to travel to assigned locations, stand, stoop, bend, reach, pull, push, lift, grasp, climb, talk, see, hear, and perform basic and light home maintenance activities, and operate office equipment.
- The physical ability to move and lift light objects up to 50 pounds such as mail, supplies, files, and equipment and comfortable standing, sitting, or walking for long periods of time.
- The ability to operate office equipment requiring continuous or repetitive hand/arm movements.