



## Facilities Technician

Innovative Services NW — 9414 Northeast Fourth Plain Boulevard, Vancouver, WA

We are a 56-year-old non-profit that values our employees. We have a variety of programs including Early Learning, Pediatric Therapy, and Employment Services, including a Janitorial Service that cleans county, state, nonprofit and private businesses in Clark County. Innovative Services NW serves more than 1,700 adults, children, and families, many on a daily or weekly basis here in Clark County, Washington!

**SUMMARY:** This job is responsible for the operation and maintenance of all building infrastructure and facilities including mechanical systems, HVAC, plumbing, electrical systems, fire safety, security and maintaining the building and landscaping on a daily basis. This position establishes and manages relationships with contractors/vendors and is involved in facility modification and construction projects. The position requires the ability to plan, organize and problem solve facility related issues while also performing light building repairs and emergency janitorial services.

### ESSENTIAL FUNCTIONS:

- Coordinate and oversee outside vendors performing facilities work
- Coordinate with outside vendor for yearly maintenance tasks
- Perform routine landscape maintenance and coordinate larger landscaping projects
- Coordinate and oversee required inspections and safety drills
- Complete minor electrical tasks including switch and bulb replacement
- Perform handyman duties which may include light carpentry and general repairs
- Work with IT Department to ensure all building security systems are functioning properly
- Repair and paint sheet rock
- Perform minor plumbing tasks
- While facility is routinely cleaned by a Janitorial Service in the evening, this position is responsible for emergency response during the work day
- Maintain cabinet/drawer/door locks throughout building and associated key inventory in support of facility security
- Coordinate and perform office/furniture moves within facility
- Oversight of organizational storage unit including long term file archive
- Abilities to occasionally work evenings and weekends when required by job task

*Physical demands:* While performing the duties of this job, the employee will be required to stand; walk, bend; sit, kneel; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee must frequently lift and/or move up to 25 pounds. There will occasional needs to lift 50 pounds. Specific vision abilities required by the job include, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*Work environment:* The noise level in the work environment is usually moderate. The work environment will be different as the employee will be mobile within the facility and program areas. There is frequent exposure to dust and maintenance related chemicals.

**SUPERVISORY RESPONSIBILITY:** None

**REQUIREMENTS (education, certification(s) and experience)**

- Must be able to read, write and communicate effectively in English
- A minimum four years semi-skilled maintenance experience in carpentry, plumbing, painting, electrical, and landscaping
- Must have a valid driver's license in the state of residence, dependable transportation and proof of insurance with at least the minimum amounts required by state law
- Familiarity with Microsoft Office suite
- Must pass a criminal background check

**BENEFITS:**

- Work-life balance & Fun Events
- Paid sick time
- For full time employees: Health / Medical / Mental / Dental /Vision / 401K / Vacation time
- Employee Assistance Program
- We offer a supportive, welcoming environment

**Job Type:** Full-time

**Pay:** \$15.00 to \$16.00 /hour

**AAP/EEO STATEMENT:**

Innovative Services NW provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

**TO APPLY:**

Please head to our website and fill out the quick online application at:

<http://www.innovativeservicesnw.org/about-us/careers>

**AN EQUAL OPPORTUNITY EMPLOYER**

Innovative Services NW participates in E-Verify. Click the links below for more information:

[E-Verify Notice of Participation \(English/Spanish\)](#)

[E-Verify Right to Work \(English/Spanish\)](#)