

Part-time Facilities Assistant (IVP Clearance Card Required)

The Facilities Assistant is responsible for infrastructure maintenance, repair, and improvement for two separate educational campuses. The position requires deep knowledge in HVAC, electrical, plumbing, and contracting/construction. The ideal candidate will serve as the hands-on keeper of the facilities and property assets at a downtown campus and its two nearby leased properties, while working closely with leadership at all locations to meet organization needs. The Facilities Assistant reports to the Operations Manager (OM).

Position Functions:

1. Facilities and Resource Maintenance
 - Report to and advise Operations Manager (OM) on facilities maintenance at two school campuses, one Business Office, and the organization's Activity Bus
 - Utilize ticketing system and other organizational tools as needed to increase efficiency and effectiveness of facilities maintenance
 - Ensure physical resources are functioning and serving staff and students
 - Carry out activity bus maintenance and assist with protocols (2008 Chevy Express 3500)
 - Assist with facility rental logistics and renter training (keys, alarm, A/V instructions)
 - Assist with management of furniture, equipment, and annual inventory process
 - Carry out physical upkeep of Downtown campus and Business Office, and help coordinate University campus upkeep
 - Serve as business-hours contact for janitorial, service, and security companies; supervise contractors and service technicians while onsite

2. Collaboration with Leadership, Staff, and Contractors
 - Support OM in all facilities projects and planning
 - Assist and advise OM on renovations process when facility improvements are taking place
 - Coordinate with OM to ensure compliance with fire, health, and safety codes
 - Collaborate with OM, Executive Director, and Director of Finance to create Operations Department's Facilities budget, assess and
 - Maintain communication with site admin to stay apprised of all facilities needs

Qualifications:

- 3+ years of experience in a fast-paced work environment with high expectations
- Expert knowledge in hand and power tools
- Aptitude for taking a systematic approach to projects and solutions
- Proven organizational skills and attention to detail
- Ability to track projects to completion and plan backwards from deadlines
- Customer-service mindset
- Interest in the education and/or nonprofit sector
- **Required: Possession of, or ability to obtain, a Fingerprint Clearance Card with an Identity Verified Prints number (IVP#)**

Job Type: Part-time, \$20/hour, 10 hours per week | **Location:** Downtown Tucson, AZ