



JOB TITLE: FACILITIES MAINTENANCE

General Summary:

Under general supervision, but in line with established policies and procedures, performs routine maintenance tasks and assisting building maintenance vendors. Tasks include, but not limited to, preventative maintenance and repairs, use of hand and power tools, and ensuring projects, materials, and machinery are in compliance and up to code with local and state laws.

Responsibilities:

- Inspects Credit Union buildings and branches (indoors and outdoors) to determine any possible malfunctions or defects in need of repair.
- Performs minor plumbing maintenance (e.g. repair of leaking drains and/or faucets, unclogging of drains, etc.).
- Replacement of interior and exterior lighting.
- Replaces or updates inoperable or old building materials and appliances.
- Installs attachments and accessories at user work stations.
- Complete tasks and duties while maintaining the security of confidential information.
- Complete tasks and projects while also providing a safe environment for Credit Union staff.
- Proper use of various hand, power, and specialty tools.
- Performs related duties assigned by supervisor.

Desired Skills and Experience:

- Ability to follow instruction.
- Observe and report unsafe working conditions.
- Communicate orally and in writing with Credit Union staff.
- Follow safety standards at all times.
- Ability to stand, walk, kneel, climb ladders, and crouch for extended periods of time. Able to lift heavy and awkward materials.

Position:

- Part Time

This Job Description is not a complete statement of all duties and responsibilities comprising this position. Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

How to Apply:

- Online application at www.1stnorcalcu.org/employment
- OR email stating why you are interested in the position and attach your resume and application to jobs@1stnorcalcu.org
- OR drop off at: Martinez Main Branch
1111 Pine Street
Martinez, CA 94553