

Job Title: Facilities Assistant

Reports To: Director of Facilities

Classification: Non-Exempt / 1.0 FTE plus on call / Year Round

ORGANIZATIONAL OVERVIEW

La Salle is a Catholic, college prep school that offers an exceptional academic experience and extensive co-curricular opportunities for students who wish to push their limits and pursue their interests. We serve approximately 600 students from the Portland metro area. A Lasallian education is relationship-based; our educators provide a relevant, challenging, and supportive education by genuinely knowing each student they serve. La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

SUMMARY

The Facilities Assistant is responsible for carrying out the essential functions necessary to maintain a clean, safe, and inviting campus for La Salle Catholic College Preparatory and its guests. Under the direction of the Director of Facilities, the Facilities Assistant's primary responsibility is to ensure campus maintenance and custodial services are provided in an effective and timely manner. The Facilities Assistant will also play key roles in managing facilities-related vendor relationships and managing small to mid-sized campus improvement projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- General building maintenance and repair
- Painting, minor carpentry repairs, equipment maintenance, and lighting maintenance
- Grounds maintenance, including waste management, graffiti removal, and irrigation system monitoring
- Responding to alarms and potential security breaches; reporting security issues to the administration when on duty
- General cleaning as required, including building and grounds
- Interior and exterior window cleaning, as needed
- Event setup and teardown for all school-related functions
- General maintenance and support for athletic facilities, fields, and courts.
- Receiving of shipments and freight from various carriers
- Furniture moving, office relocations, and other ad hoc projects, as needed
- Daily supervision and monitoring of janitorial and landscaping vendors

- Periodic supervision and monitoring of other facilities-related vendors such as pest control, parking lot sweepers, HVAC technicians, electricians, plumbers, and others
- Monitors and responds to all facility maintenance requests in timely and efficient manner

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. Position requires participation in occasional evening and weekend engagements. Must be willing to be on-call when campus-related issues arise.

MINIMUM EDUCATION and/or EXPERIENCE

- Facilities-related experience of 2+ years
- Project management experience
- Bilingual preferred (with preference for Spanish)
- Experience in an educational environment preferred.

SKILLS

- Demonstrated working knowledge of technical and operational skills, including mechanical and electrical, buildings and grounds maintenance, and general operations
- Excellent interpersonal skills; demonstrated ability to foster and maintain healthy working relationships
- Strong communication skills in written and oral form
- Intermediate proficiency in Microsoft Office Suite including Outlook, Word, and Excel in order to effectively communicate with colleagues and vendors in the coordination and execution of facility projects.
- Ability to work independently while also cooperating as a “team” member with other school colleagues
- Detail oriented and ability to work under time sensitive deadlines; ability to multi-task, prioritize and follow through on a variety of concurrent projects

PHYSICAL REQUIREMENTS

The work environment is in a school and most tasks will be completed in a typical school setting. While performing duties of this job, the employee is frequently required to walk distances, stand for long periods of time, use hands and fingers to operate tools, equipment, and machinery, climb ladders, as well as various other physical activities such as stooping, climbing, bending, and lifting. Lifting of equipment generally weighs less than 20 pounds. On occasion, must lift or maneuver objects and materials that may weigh between 50 and 100 pounds.

Must be able to move throughout the campus daily in order to perform maintenance duties and inspect general facility conditions.

Must possess a valid driver's license in order to oversee the vehicle maintenance and fleet program. Must have or be willing to be trained in Standard First Aid and CPR/AED use.