



119 West Hall Avenue
San Ysidro, CA 92173
619-428-1115
www.casafamiliar.org

POSITION DESCRIPTION

Facilities Technician (Offsite)

Classification: Full-Time (Non-Exempt)

Salary Range: \$24 - \$27/hour (does not include housing)

Reports to: Facilities Manager

To Apply: Submit resume to hr@casafamiliar.org

Casa Familiar (Casa) was founded in 1973 and is a 501(c)(3) community-based organization dedicated to serving residents in South San Diego County and specifically the border community of San Ysidro.

Casa Familiar's mission is to enhance quality of life for low-income individuals and families through advocacy, social services, education, affordable housing, arts and culture, and community and economic development. **Casa's values are RESPECT, INTEGRITY, FAMILIA, CULTURE, AND COMMUNITY.**

Casa seeks to employ individuals that perform all assignments with a positive "can-do" attitude while demonstrating organizational values. Ideal employees have a strong desire to support Casa Familiar's mission and the community we serve.

POSITION OVERVIEW:

The Facilities Technician is responsible for ensuring the proper upkeep, functionality, and appearance of Casa Familiar's facilities. We are seeking a skilled and reliable Facilities Technician to perform a wide range of repair, installation, and maintenance duties. This includes plumbing, electrical, carpentry, appliance repair, and general facilities upkeep.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Compiles with all applicable codes, regulations, government agency and company directives related to building operations and work safety
- Perform assigned day to day repairs, emergency and preventative maintenance.
- Order necessary materials and supplies necessary to complete a task.
- Assists with the installation and modification of building equipment's systems
- Assists with trouble shooting and repairs of building and installed systems to include but to limited to appliance, electrical, HVAC, plumbing, custodial, structural, and mechanical work as necessary.

- Conduct periodic inspections of facilities, assessment of problems and needed solutions
- Ensure exterior curb appeal of the community and cleanliness of grounds.
- Maintain high standards of service and relations for the entire staff.
- Maintain accurate inventory control of tools, equipment, and supplies.
- Team members are required to carry back belts, goggles, and gloves in their possession at all times during work hours. Dust masks and hard hats must be readily available.
- Ensure that maintenance requests are handled as quickly, efficiently, and effectively as possible and always completed within a reasonable timeframe. If parts must be ordered, causing a delay, notify the Facility Manager.
- Adherence to company monthly preventive maintenance directives, with regard to but not limited to; lighting, fire safety, life/safety hazards, and signage check under the direction of the Facilities Manager.
- Have knowledge of the location of gas, electric, irrigation, and water shutoffs, and fixture shutoffs, and sewer cleanouts and familiarity with posted map.
- Recommends measures to improve methods of operation, performance, safety, and quality of service.
- Suggests changes in working conditions and use of equipment to increase the efficiency of the shop, department, or work crew.
- Performs on-call emergency service as required.
- Assists the Facilities Manager or Property Manager on special maintenance projects, i.e., preventive maintenance of building components and/or mechanicals.
- Interprets company policies for workers and enforces safety regulations.
- Adheres to Casa Familiar's Injury and Illness Prevention Policy and Asbestos and Hazardous Materials Policy. Maintain records and Material Safety Data sheets on all hazardous materials and chemicals utilized on site and are sure that employees are familiar with the precautions on the sheets before using them.
- Ensures regular and timely communication with Management noting any maintenance problems or health/safety deficiencies.
- Represents Casa Familiar and the community you work for in a professional manner. Maintains a positive businesslike attitude and neat, clean, dress (including management issued work shirt) and appropriate grooming.
- Attends and participates in training seminars as requested.
- Attends and assists in setting up event functions and activities.
- Any other duties as assigned

SKILLS, EXPERIENCE, AND EDUCATIONAL REQUIREMENTS:

- Understanding of Facilities Management
- Knowledge of technical installations, maintenance, and repairs
- Ability to work to pressured deadlines and take on challenges when required
- Knowledge of Electrical, Plumbing, HVAC, drywall repairs with textures, and basic construction.

- Minimum 3-4 years of experience in facilities, building maintenance, or related trade.
- Ability to execute professional level customer service and multitask effectively.
- Excellent oral and written communication skills.
- Knowledge of applicable regulations and codes related to housing maintenance and safety.
- Excellent organizational, problem-solving, and decision-making skills.
- Proficiency in Computer and Web based programs including but not limited to; Microsoft Office, Adobe, Property Management Cloud based Software.
- Ability to identify, utilize and organize intellectual and physical resources.
- Ability to effectively prioritize tasks and work independently and in groups.
- Ability to handle sensitive and confidential information.
- Ability to work with diverse cultures and aptitudes.
- Bilingual English/Spanish (written/oral) required.
- Valid California driver's license and regular availability of an insured vehicle for travel within the San Diego County area.

ADDITIONAL INFORMATION:

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift to 75 lb., ability to perform manual labor including heavy lifting, bending and kneeling, being able to do errands pertaining to organizational operations. You must be comfortable working in various environmental conditions including outdoor weather and exposure to chemicals. This is a full-time exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

A background check is required. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time, exempt position with occasional work responsibilities on weekends and/or evenings depending on the season calendar.

Casa Familiar is an equal employment opportunity employer. Casa does not and shall not discriminate since 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.

BENEFITS SUMMARY:

- Medical, dental, vision, and life insurance
- 403(b) Retirement – Casa contributes 3% of your annual income.
- 403(b) Retention Benefit
- Annually - PTO 5 paid days off (1st year), 8 hours a month of sick leave (12 sick days a year), 12



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- paid holidays, 6 paid wellness days, paid winter break
- (Dec. 23 – Jan. 3 but dates may vary slightly - this break is subject to change if business needs change)
 - Bereavement - up to 5 days
 - Jury Duty - up to 3 days
 - Mileage Reimbursement