



Facilities Coordinator

Reports to: Director of Operations

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$16.75 & Based on experience

Job Type: Part Time- 28 hours a week

Overview/Position Summary

Responsible for all general building maintenance and repairs duties including: implementing a year round preventative maintenance schedule including HVAC filter replacement, adjusting HVAC controls for the season; grease trap cleaning, scheduling all required certifications and inspections, floor stripping and waxing, landscaping etc.; inventory and proper storage of maintenance and cleaning supplies; keeping entrances cleared and safe in winter, exterior cleaning and landscaping; coordination and/or support of volunteer maintenance projects, coordination of all maintenance service from outside companies in conjunction with the Director of Operations.

Responsibilities/Skills and experience relevant to this position:

- Arrange for regular maintenance of equipment and internal systems (e.g. heating system, alarms, security cameras)
- Check rooms and furniture to identify needs for repairs or renovations
- Restock cleaning supplies
- Design and oversee the schedule for cleaning and disinfecting the building
- Assist with all cleaning, disinfection and maintenance of facility and vans.
- Monitor activities that happen outside the building, such as proper waste disposal and recycling
- Fix minor malfunctions in office equipment
- Track van sign in and sign out system
- Keep track of regular and ad-hoc facility expenses
- Conduct market research and compare costs and benefits when evaluating new vendors
- Maintain an updated record of invoices from external partners (e.g. suppliers, insurance agents, security guards)
- Research new services and appliances to facilitate operations
- Ensure compliance with health and safety regulations
- Provide direct supervision to maintenance volunteers
- Other related duties may be assigned by Director of Operation

Qualification

- Must support Club values
- Education Age requirement: High School Diploma or an equivalent and 18 plus years of age.
- 2 year experience is preferred but will train the right candidate
- Authorized to work in the U.S.
- **Ability to lift 50 pounds**

Benefits

- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

Please submit your resume to *JuanCarlos Rivera, Director of Operations*

Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews
- We would like to have selected the candidate by *May 10, 2021*

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Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs.

Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All offers of employment are contingent on results of a reference and background check.