



## Facilities and Transportation Lead

**Reports to:** Facilities Manager

**Location:** 657 Middlesex St, Lowell, MA 01851

**Salary/Hourly:** \$18.00 & Based on experience

**Job Type:** Part-time 25 hours a week Monday- Friday

### Overview/Position Summary

Facility and Transportation Lead position is responsible for preventative maintenance, major and minor repairs of all types for the building, Club grounds, and mechanical equipment. This position is responsible for all aspects of facility maintenance to provide a comfortable, clean, and safe facility for members, parents, guests and employees. The Facilities and Transportation lead will also be responsible for local transportation of UML work study students as well as other transportation needs.

### Responsibilities/Skills and experience relevant to this position:

- Check rooms and furniture to identify needs for repairs or minor renovations
- Restock cleaning supplies
- Assist with all cleaning, disinfection, and maintenance of the facility and vans.
- Monitor activities that happen outside the building, such as proper waste disposal and recycling
- Fix minor malfunctions in office/program equipment
- Ensure compliance with health and safety regulations
- Provide direct assistance to maintenance volunteers
- Provide assistance with events, and pick up supplies and equipment
- Assist with opening and closing of building
- Ability to drive 12 to 15 passenger van
- Pick up and drop off Uml students and members at designated locations; ( as needed)
- Drive Club members to field trips, sporting events, and other activities;
- Work with staff to ensure Club members stay in their seat at all times;
- Follow traffic laws and state and federal transit regulations;
- Follow safety procedures to make sure passengers are safe;
- Listen to alerts about bad weather;
- Carefully navigate roads and watch for debris, wet or slippery road conditions;
- Report accidents or damaged equipment immediately;
- Other related duties may be assigned by the Facilities Manager

### Qualifications

- Must understand and support Club values
- Ability to work in environment with loud noises
- All staff are required to undergo training, which includes but is not limited to topics related to safety, emergency response and child abuse prevention
- Ability to manage and supervise members age 8 to 18 in a safe environment
- Education and Age requirement: High School Diploma or an equivalent and 21 plus years of age
- 2 years of experience is preferred but will train the right candidate
- Must have a valid MA or NH driver's license and good standing driving record
- Sound judgment and the ability to think quickly during emergencies
- Organized and has strong communication skills
- Authorized to work in the U.S.
- Ability to lift 50 pounds

**GREAT FUTURES START [HERE](#).**



### **Benefits**

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

### **How to respond**

Please submit your resume to *Christina Walton* at [christina.walton@lbgc.org](mailto:christina.walton@lbgc.org)

### **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 *Jan. 12 , 2024*

### **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 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 the results of a reference and background check.