

Relief Nursery, Inc.
Facilities Coordinator & Maintenance Job Description

Position: Facilities Coordinator & Maintenance

FTE: Up to 29 hours/week

Hours: TBD, Flexible

Reports to: Director of Administration & Human Resources

Responsibilities:

Facilities Coordinator:

Performs a wide variety of support duties for maintenance of Relief Nursery buildings and outdoor play areas in Eugene and Springfield as well as all office equipment (excluding computers). Will order and track janitorial supplies, facilitate the major repair and maintenance of the buildings, perform minor repairs, preventive maintenance and cleaning of the building and grounds, coordinate repair and maintenance of office equipment such as printers, faxes, phones, voicemail and copiers. In charge of the security systems and code input for employees. Will work with the Program Managers and Director of Administration to ensure compliance with fire codes, safety codes, health codes and state child care regulations for certification and site reviews. Leads the Safety Committee with a once a month meeting. Ability to facilitate yearly training for Blood Borne Pathogens and Safety.

Performs a wide variety of support for Relief Nursery programs such as ordering office supplies, ordering business cards and stationery, ordering supplies for programs, picking up orders, etc.

Requirements:

Experience with or knowledge of minor building maintenance

Familiar with office equipment.

Have a working vehicle (mileage paid)

Able to pass pre-employment drug screen, driving record check, Child Care Division records check and provide proof of automobile insurance.

Skills and Abilities:

-Work tactfully with the public, as well as supervisors and co-workers

-Dependable and flexible

-Strong problem solving skills

-Ability to work independently to assess situations, and determine the best course of action to complete tasks.

-Basic computer knowledge

-Ability to get job done effectively and efficiently

Ability to work with a diverse group of vendors

-Ability to learn new skills

-Good organization skills a must

-Skill with using internet to access information

Duties:

- Facilitate the repair and maintenance of the building, kitchen equipment and office equipment in both buildings.
- Upkeep of the buildings such as minor repairs, carpentry, minor maintenance.
- Help oversee recertification process as it applies to the building. Scheduling inspections such fire alarm, fire sprinklers, range hood, fire extinguishers, and backflow testing as required.
- Monitor and order office supplies for Eugene and Springfield.
- Deliver materials/mail to Springfield office on Tuesday and Thursdays
- Deliver supplies as needed.
- Order supplies needed for Therapeutic Program as advised by the Program Directors.
- Order business cards and business stationery as needed, pick up when ready.
- Related tasks such as stocking, organizing and inventorying supplies.
- Maintain Security systems with code input and maintenance working with our alarm company.
- Work with Transportation Coordinator to manage maintenance and repair of Relief Nursery vehicles.
- Work with Grants department to secure professional bids for building grants.
- Able to work at securing bids for general building maintenance.
- Able to secure bids for major projects.
- Pick up supplies and run errands as advised by Director of Administration.
- Lead monthly Safety Committee meeting and implement recommendations
- Facilitate yearly training for Blood Borne Pathogens and Safety Training
- Problem solving and systems planning for room sharing and storage issues
- All other duties as assigned within the scheme of the job.

Up to 29 hours per week (Unbenefited), \$14.25 - \$17.55 per hour DOE

Please e-mail or send a **cover letter and resume** to:

Dani Smith
danism@reliefnursery.org
Relief Nursery
1720 W 25th Avenue
Eugene OR 97405

Must be able to obtain criminal history background check through the Child Care Division, drug screen required, clean 3 year DMV record check.

Relief Nursery is an Equal Opportunity Employer