



POSITION TITLE: Facilities and Maintenance Specialist

DEPARTMENT: Facilities-Operations

LOCATION: 1420 Columbia Road

SUPERVISOR: Building Maintenance Engineer

JOB RESPONSIBILITIES:

The Facilities and Maintenance Specialist is responsible to assist CentroNía administration in providing the most desirable environment for the educational program at CentroNía. The FMA performs semi-skilled building and equipment maintenance tasks; assists the Building Maintenance Engineer on major repairs, carry out cleaning duties within the frequency determined by his/her supervisor.

MAIN RESPONSIBILITIES

Building Maintenance, Repairs and Conference Set-up

1. Assists with plumbing, electrical jobs, carpentry, mechanical and other works
2. Assists in moving and setting up of staging; as well as other equipment and machinery
3. Participate in general cleaning of the school building and maintenance assistant (inside/outside building)
4. Report emergencies, or breakage to building manager, or operations coordinator
5. Lift cartons, boxes weighing in excess of 40 lbs; move furniture or equipment to assigned Location
6. Clean-up pumps in basketball court and kitchen area as instructed
7. Set-up conference rooms for meetings as assigned by supervisor; clean-up conference rooms after meetings
8. Open and close CentroNía on days and times assigned

Working with People

- Reflect an understanding, courteous and positive attitude toward students, parents and staff
- Believe and support the organization's mission, culture and goals

REQUIRED EDUCATION

High School diploma or equivalent work experience



REQUIRED EXPERIENCE

- 2-5 years of experience in facilities related position, performing work using hammers, wrenches, machines, etc.
- Able to carry objects up to 50 lbs., stand, walk, climb, balance, stoop, kneel, and crouch
- Valid Driver's License
- Bilingual (English and Spanish) preferred, but not required

To comply with the Americans with Disabilities Act of 1990 (ADA), which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental and environmental conditions of the Essential Duties of the job. The following codes are used to explain the frequency of physical activity:

"F" for frequently; "O" for occasionally; "N" for not at all

On the job the employee must be able to carry/lift loads of:

- (F) Light (up to 25lbs.)
- (F) Moderate (25-50lbs.)
- (O) Heavy (over 50lbs.)

On the job the employee must:

- (F) Bend (O) Sit (F) Squat and Kneel (F) Stand (F) Crawl (F) Walk (O) Climb (F) Push/Pull
- (F) Handle objects (Manual Dexterity) (O) Reach above shoulder level (F) Use fine finger movements

To Apply:

Please submit your resume and cover letter; indicating the position you are applying to:

CentroNía
Attn: Human Resources
1420 Columbia Road, NW,
Washington, DC 20009
centroniajobs@centronia.org
Fax (202) 745-0154