YWCA Oahu

Job Title: Kokokahi Facilities Associate

Employment Type: Full-Time
FLSA Status: Non-exempt
Department: Kokokahi - Facilities
Reports To: Facilities Manager

Job Summary

The Facilities Associate is responsible for supporting the building and grounds care, maintenance, and operations at YWCA Kokokahi, an 11-acre campus located on Kaneohe Bay. The Facilities Associate ensures property and equipment are safe, clean, and well-maintained through completion of routine preventative care and assigned projects. This position is ideal for people who want to grow in the facilities management industry.

Essential Duties

- Responsible to execute daily, weekly, and monthly preventive maintenance as assigned.
- Responsible to perform a variety of semi-skilled and unskilled tasks in the maintenance and repair of buildings, grounds, and equipment.
- Responsible to investigate, diagnose, and recommend small projects, maintenance and repair work for buildings and grounds, and equipment.
- Responsible to complete essential facility care functions such as painting, minor repair, cosmetic renovations, and the replacement of furnishings and equipment.
- Responsible to inventory stock to ensure that supplies and equipment are available in adequate amounts.
- Responsible to recommend changes that could improve service and increase operational efficiency.
- Responsible to investigate complaints about service and equipment, and take corrective action.
- Responsible to review and interpret building and grounds drawings, site plans, and other schematic content.
- Responsible to select the proper materials, tools, and work flow for jobs and tasks.

Secondary Duties

- As assigned by Manager, inspect work performed to ensure that it meets specifications and established standards.
- As assigned by Manager, assist other departments in support duties for short term and long term tenants, volunteer activities, and special events.
- In the absence of Manager with prior planning, training, and support, the position may be responsible to act as primary site liaison and crew leader on specific assignment.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Education

This position requires a high school diploma (or GED or high school equivalence certificate). This position requires experience in maintenance services with ability to perform general daily activities related to plumbing, light electrical, painting, carpentry, mechanical repair, and landscaping with knowledge of general construction.
Knowledge and experience with techniques and tools used in one or more of these categories: carpentry, plumbing, masonry, electrical work, or welding.

Behavioral Characteristics

- Independence -- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Adaptability/Flexibility -- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Dependability -- Job requires being reliable, responsible, and dependable, as well as able to fulfill obligations.

Language Skills

- Active Listening -- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times in English.
- Reading Comprehension -- Understanding written sentences and paragraphs in work related documents in English.
- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences in English.
- Oral Expression -- The ability to communicate information and ideas in speaking so others will understand in English.

Reasoning Ability

- Inspecting Equipment, Structures, or Material -- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Time Sharing -- The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Troubleshooting -- Determining causes of operating errors and deciding what to do about it.
- Equipment Selection -- Determining the kind of tools and equipment needed to do a job.

Mathematical Skills

- Basic skills -- Ability to add, subtract, multiply and divide in all units of measure, to calculate rate, ratio and percentage.

Computer Skills

- Basic computer skills to manage time sheet, agency communications via email and text.

Certification and Licensing

- Must have valid Hawaii State Class A Driver's License.
- Background check and drug testing may be required for hire.
- YWCA Oahu will furnish cost for all trainings required. Required to pass other certification and/or trainings, such as Emergency Preparedness, Fire Safety, General Safety Training, Hazard Communications (GHS) OSHA-10, CPR/First Aid, and other safety trainings and professional development, as required.

Tools & Technology

- Requires daily use of personal smartphone (defined as mobile device that combines cellular and mobile computing functions into one unit) for the purpose of communicating with supervisors and vendors, payroll and routine schedules, daily on-site coordination, documenting facilities conditions with video and photographs, and other tasks as assigned.
- Operates vehicles, and other facilities equipment, including power tools related to building and grounds upkeep.
- Requires use of harness safety and fall protection equipment for maintenance of roofs and other high areas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is:
- regularly required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; talk or hear.

- frequently required to sit; stoop, crouch, or crawl.
- occasionally exposed to taste or smell.

The employee must:
- regularly lift and/or move up to 25 pounds.
- occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include:
- close vision; distance vision; color vision; peripheral vision; depth perception; ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:
- occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; work with explosives; vibration.
- frequently exposed to work near moving mechanical parts; work in high, precarious places; climb or balance.
- regularly exposed to wet or humid conditions; outdoor weather conditions.

The noise level in the work environment is loud noise.