



Facilities Assistant

The Facilities Assistant works with the Executive Director on the facilities-related tasks including Conservancy-owned vehicles, Conservancy offices, and seasonal housing. The Facilities Assistant also works with the Conservancy Safety Committee to maintain safety supplies and equipment.

FLSA STATUS: Overtime Non-exempt
Department: Admin

EMPLOYMENT TYPE: Part-time/Year-round
Reports to: Executive Director

ESSENTIAL DUTIES & RESPONSIBILITIES (Approximately 80% of workload)

- Fleet maintenance, including but not limited to, scheduling or performing routine maintenance or cleaning, monitoring use, assuring that DMV matters are handled in a timely manner
- Seasonal housing cyclic maintenance, including but not limited to, open/close procedures and processes, periodic maintenance while in use by employees, maintaining maintenance records
- Responsible for maintaining safety equipment, adequate supply of safety supplies, and delivery of same to remote worksites
- Routine maintenance of SPC offices
- Review and scheduling of outside vendors when appropriate for matters related to SPC offices and/or buildings
- Maintenance of off-site storage facilities
- Assist staff with moving office furniture, supplies, and office equipment

OTHER DUTIES (Approximately 20% of workload)

- Coordinate with National Park Service on scheduling some routine maintenance and facilities upkeep
- Keep appropriate records and paperwork associated with all maintenance and upkeep for all SPC-owned vehicles and any Conservancy –related facilities
- Assist Human Resources and Finance Department with document retention procedures including arranging for confidential document destruction when appropriate

REQUIREMENTS/EXPECTATIONS

- Ability and willingness to promote SPC mission, Vision, programs, merchandise, services, and fundraising efforts
- 2 years experience as a Facilities Assistant of a similar position
- Previous experience working with a workplace safety program
- Previous experience in managing a small vehicle fleet
- Strong knowledge in the use of maintenance equipment
- Moderate skill with Microsoft Office products, such as Word and Excel
- Moderate skill with Google Suite products, such as Drive, Calendar, Forms, Hangouts, and Email
- Strong organization, prioritization, time management, and planning skills
- Ability to quickly learn new tasks
- Ability to get along well with others and work as part of a team
- Willingness to work weekends and holidays, if needed

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL DEMANDS

The position requires several hours of being at a desk, data entry, standing/bending, and several hours being outdoors attending to vehicles, housing, and facilities in various weather conditions. The position also requires the ability to lift and carry boxes weighing up to 50 pounds

WORK ENVIRONMENT

The work environment for this position is both outdoors for varying time periods and in varying weather conditions and indoors in an office setting. The work environment may also include working and driving in the early morning, daytime, evening, and nighttime conditions.

Working in the parks exposes employees to unpredictable and potentially dangerous situations. Examples are rock fall, radon exposure in Crystal Cave, lightning, working at night, wildlife encounters (bees/wasps, black bears, etc.), or driving at night.

TOOLS/EQUIPMENT USED

Computers and tablets with Microsoft and Google products, NPS phone system, Paychex HR and Payroll systems, handcart, and various basic tools. May also drive a company vehicle (if authorized). Employees may be required to drive personal vehicles for official business

GUIDELINES FOLLOWED

National Park Service regulations, SPC Employee Handbook, SPC Safety Program, and other handbooks and manuals as instructed.

EQUAL OPPORTUNITY EMPLOYER

SEQUOIA PARKS CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER Sequoia Parks Conservancy is an equal opportunity employer. We do not discriminate against any applicant based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran's status.