



Job Description—Facilities and Maintenance – Full-time

Position Summary: This position provides front-line support for all Facilities and Maintenance daily operations including custodial support. Based at HDC's Victorville Campus, this role will include travel to all four campuses as needed and will include some weekend responsibilities.

Principal Working Relationships: This role reports to the Facility & Maintenance Assistant Director and will include responsibility supporting the custodial and campus set-up teams.

Duties and Responsibilities include, but not limited to:

- Participate in the maintenance*, scheduling, tracking, and organization of all buildings, facility equipment, storage spaces, and transportation
 - *Maintenance includes but not limited to electrical, plumbing, painting, HVAC, landscape/irrigation, drywall, carpentry, automotive, doors, and access control
- Assist in the research, selection, and purchasing as well as installation and improvements of facilities and equipment, while helping to stay within budget.
- Work closely with Facilities and Maintenance AD and Operations Admin Assistant to help manage the facility calendar
- Work closely with outside sub-contractors and vendors as needed
- Assist in training for Facility personnel as assigned, both paid and volunteer
- Provide leadership for facility team members occasionally on Sunday and assist with completing custodial tasks as needed
- Participate in meetings as required

Position Qualifications:

- 3+ years of experience in facility maintenance or related field
- Basic knowledge of mechanical, plumbing and electrical systems
- Basic knowledge of doors, landscape/irrigation, painting, drywall repair, HVAC, flooring
- Good influencing and communication skills, both written and verbal
- Must be a proactive self-starter, creative problem solver and team player
- Must be able to lift 50lbs
- Must be able to stand and walk for extended periods of time
- Must be able to bend, stoop, and kneel to perform tasks
- Must be able to work overhead, including work with ladders and lifts
- Must adhere to HDC's Statement of Faith, Constitution, and Policies.