Facilities Technician

Join our team! You could play an important role at Cocoon House.

We empower young people, families, and communities to break the cycle of homelessness through outreach, housing and prevention. Through our programs, we serve hundreds of youth and their families throughout Snohomish County. To learn more, please visit our website at http://www.cocoonhouse.org

We’re looking for a Facilities Technician:

Job Title: Facilities Technician

Shift: 36-40 hours per week

Pay: $18.00 to $20.00 per hour, DOE

Benefits: Eligible for benefits after 60 days

Reports to: Property Manager

Job purpose: The Facilities Technician must be detail-oriented, and possess effective communication and problem-solving skills. A working knowledge of electrical, plumbing, HVAC, carpentry and equipment repairs is necessary to meet the needs of this position. This Facilities Technician is responsible for regular building maintenance, oversight and planning, Responsible for general cleaning, painting, repairing and landscaping as required. The person filling this position takes pride in the Cocoon House community and ensures an excellent facilities environment for youth, staff, and those visiting. This person will embrace the vision and mission of Cocoon House and understands how this position contributes to a positive organizational culture.

Duties and responsibilities:

• Must be able to work occasional flexible hours and respond to after-hours emergencies as needed.
• Assesses property maintenance needs including (but not limited to) multiple buildings, their grounds, and equipment; multiple vehicles; and prioritizes accordingly, develops a schedule to complete tasks, and performs and/or schedules the maintenance
• Maintain overall cleanliness of common spaces of HUB property.
• Create and maintain maintenance best practices, policies, and procedures, such as preventive maintenance, safety inspections, key control and work order processes
• Communicates and partners with operations and leadership teams and collaborates on long-term solution recommendations
• Maintains weekly updates and administers on-line Maintenance Tracking software
• Prioritizes requests appropriately and handles them expeditiously
• Vendor management, including annual certification scheduling
• Assures appropriate safety methods and standards are used, including appropriate storage of all chemicals, tools, supplies, and equipment
• Oversees facility improvement projects, including volunteer groups in collaboration with the Volunteer Manager
• Orders and inventories facility supplies
• Performs minor electrical maintenance to include, but not be limited to, replacement or repair of fixtures (wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.
• Performs minor plumbing maintenance (replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.).
• Performs minor painting, carpentry and masonry work (preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.).
• Performs routine custodial services, both interior and exterior at the HUB.
• Seasonal maintenance of landscaping at all sites.
• Reconfigures, installs, positions, and remounts modular offices and space (furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.
• Prepares the surfaces and paints various structures and equipment (walls, refrigerators, evaporative coolers, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (sprayers, rollers, brushes, thinners, etc.).
• Performs vehicle preventive maintenance (replacement of light bulbs, tire pressure checks, oil changes, windshield wipers, engine oils, safety devices etc.).
• Other duties as assigned

Qualifications include:
• Must be at least 21 years old.
• 2+ years’ experience in general building and grounds maintenance; including basic plumbing, knowledge of Ecolab products or similar, supply ordering and organization, landscape/grounds keeping, HVAC, security, fire system upkeep, vehicle maintenance, commercial kitchen compliance, and overseeing multiple locations.
• Experience working in Organizations experiencing rapid growth and expansion a plus.
• Capable of managing a facility database where facility and grounds requests are submitted
• Ability to use common tools (hammer, drill, diagnostic meters, etc.).
• Valid driver’s license and acceptable driving record
• Demonstrable knowledge of OSHA requirements
• Ability to work with minimal supervision
• Pass a DSHS background check
• Fluent in the English language required, Bi-lingual in Spanish a plus
• Excellent interpersonal skills
• Reliable transportation and willingness to travel between sites
Physical requirements:
• The person filling this position would expect to work in all types of weather conditions; indoors and outdoors; at times in tight spaces, on slippery floors, and/or rooftop heights, etc.
• Must have the ability to run up and down indoor and outdoor stairwells in case of emergency.
• Communicate effectively with youth, staff, other programs, vendors and the public, both orally and in writing.
• Hear voice conversations and alarms.
• Possess close vision, far vision, side vision, depth perception, visual ability to read a variety of materials.
• Dexterity of hands and fingers to reach, handle and operate telephone, computer keyboard, record information in files and logs.

Cocoon House will provide reasonable accommodation to qualified persons with disabilities if requested.

Cocoon House is strongly committed to removing barriers and supporting inclusion and diversity in all its forms. We strive to create a safe and open atmosphere for young people, families, staff, board members, community partners and funders. We learn from the diverse individuals we work with and embrace their unique attributes to ensure we fulfill our agency mission and core values.

Cocoon House is an Equal Opportunity Employer. We seek to provide equal opportunity for all persons without regard to race, age, color, religion, gender, gender expression, marital status, sexual orientation, military status, national origin, or any other characteristic protected under the law. People of color and members of the LGBTQ community are strongly encouraged to apply. We are dedicated to the goal of building a culturally diverse and pluralistic workforce, committed to working in a multicultural environment and we strongly encourage applications from veterans, and marginalized populations; including people of color, women and those in the LGBTQ community. We encourage those with personal experience with homelessness to apply.

How to apply: If you’re interested in this position, please email a resume and cover letter, along with your personal email address, to chris.eck@cocoonhouse.org. No phone calls accepted. Only those candidates being considered will be contacted.

Check out all of our employment opportunities at http://www.cocoonhouse.org/employment