



Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

Facilities Specialist

The Facilities Specialist is responsible for maintaining our 36,000 SQ FT building. You will oversee building operations, identifying issues of concern, provide solutions, troubleshoot problems with building systems, and conduct basic repairs. It is a full-time, hourly position reporting to the IT/Facilities Manager and is part of the IT/Facilities group.

DUTIES & RESPONSIBILITIES

- First point of contact for all Facilities-related vendor interaction and coordination
- Coordinate with contracted vendors to maximize optimal performance for all building infrastructure systems such as access, HVAC, lighting, electrical, security, and landscape systems
- Provide continual feedback on current security procedures for the SCS buildings and work to establish new security protocols when needed
- Generate facilities processes and policies as required
- Keep logs on all building equipment warranties and related preventative maintenance
- Conduct and report daily walkthrough of facilities
- Troubleshoot building-related repairs, including preventative and reactive maintenance
- Partner with managers on SCS Emergency Response Team (ERT) program, process, and communications for emergency preparedness
- Perform other duties as assigned or in support of agency objectives

QUALIFICATIONS

- High school diploma required
- AA college degree or technical/trade certificates preferred
- 2-3 years of experience in facilities maintenance discipline
- Professional level technical writing, oral communications, and interpersonal skills

- Computer literate with online cloud business systems, including but not limited to Office 365 or equivalent, online ticketing support, card access systems, and building automation programs
- Basic knowledge of building mechanical systems and project management
- Basic knowledge of first aid, CPR, and building safety and security
- Proof of current California driver's license and insurance
- Displays sensitivity to issues and needs related to diversity, multi-culturalism, the economically disadvantaged, and ADA disabilities

PHYSICAL REQUIREMENTS

- Able to lift 50lbs or more
- Able to constantly work on the go and across facility locations in a 36,000 sq. ft. building
- Able to work up to 2-3 hours on a computer as necessary
- Able to stand for up to 8 hours a day as necessary

HOW TO APPLY

Please submit a resume and cover letter to jobs@svcommunityservices.org. Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.