



Job Announcement

Facilities Assistant

Position Type:
Full-Time

Days:
Monday – Friday
(Occ Weekends)

Hours:
8:30 AM – 5:30 PM
(Occ Evenings)

Open To:
Internal & External

Department:
Administration

Reports to:
Operations Manager

Management:
No

Position Status:
Non-exempt

Salary:
\$19.37 – \$24.86/hour

Benefits:

- Medical
- Dental
- Vision
- 403(b)
- Aflac
- Life/ADD
- LTD
- FSA

Date Updated:
10/18/2022

Are you an independent individual who can carry out day-to-day general office maintenance? Would you enjoy assisting the Facilities Coordinator in maintaining the facility, office equipment, ordering supplies and equipment, as well as assisting staff with safety needs? This may be the position you have been waiting for.

WHO WE ARE:

Solano Family & Children's Services creates connections for families and child care providers to support the healthy development of children for a thriving community. We hire individuals who have a strong work ethic and are looking for a career that supports our mission and impact in Solano County.

WHAT YOU'LL DO:

The Facilities Assistant will assist the Facilities Coordinator with the maintenance of the facility and trouble shoot general office equipment.

OUR IDEAL CANDIDATE:

The ideal candidate should be proficient in a variety of disciplines including mechanical knowledge, office equipment uses and troubleshooting, safety knowledge, and the ability to work on numerous projects simultaneously.

- Ability to multitask and to complete assigned projects timely & efficiently.
- Assist with assembling and moving office furniture.
- Assist with ordering, tracking and inventory of fixed assets, equipment, and supplies.
- Must have strong interpersonal and customer service skills.
- Familiarity with and ability to use computers.
- Exhibit polite and professional communication via phone, e-mail, and mail.
- Ability to prioritize assigned tasks, manage time, meet deadlines, work well under pressure, and work well with other agencies and community partners.
- Ability to lift 50 pounds, climb ladders, bend, and kneel while performing job duties.
- Must be proactive, self-motivated, and have the ability to follow directions.

WHAT ELSE YOU SHOULD KNOW:

Drug screen and background check required after offer of position. Full job description is available on our website at www.solanofamily.org or request via email at JYarrow@solanofamily.org. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

Application Information

<p>To Obtain an Application:</p> <ul style="list-style-type: none">• Visit our website at www.solanofamily.org• Request via email at JYarrow@solanofamily.org• Visit our office at 421 Executive Court North, Fairfield, CA 94534	<p>Application Submission:</p> <p>An agency application must be completed and submitted to:</p> <p>Solano Family & Children’s Services Attn: Human Resources 421 Executive Court North Fairfield, CA 94534</p> <p>Or emailed to: JYarrow@solanofamily.org</p> <p>Or faxed to: 707.863.9772 Attention Human Resources</p>	<p>Additional Information:</p> <ul style="list-style-type: none">• Only the candidates who meet the job requirements will be invited to test and interview• Employment is conditional pending satisfactory results of all requirements• The position requires a pre-employment (post-job-offer) agency-paid drug screen, TB clearance and criminal background check
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