



CREATING AN ENVIRONMENT FOR INSPIRING HUMAN POTENTIAL



## POSITION | FACILITIES COORDINATOR

### POSITION DESCRIPTION

The Facilities Coordinator will work collaboratively with all JUMP team members to build and sustain a strong team culture at JUMP that supports the JUMP mission. Under the direction of the Facilities Manager, the Facilities Coordinator is responsible for assisting with maintenance of the physical JUMP building and grounds. This includes but is not limited to assisting in routine and long term maintenance of building systems, security, snow removal, event setup and takedown, custodial cleaning, and exhibit maintenance.

### DUTIES AND RESPONSIBILITIES

#### HEALTH AND SAFETY

- Comply with all JUMP policies and the Occupational Safety and Health Administration rules (OSHA) while carrying out maintenance functions.

#### GENERAL MAINTENANCE

- Perform preventative maintenance to ensure proper operation of facilities equipment such as cleaning, power-washing, or vacuuming equipment, oiling parts, changing filters, repairing roofs, windows, doors, floors, woodwork, plaster, drywall, or other parts of building structures.
- Responsible for general maintenance of facility furniture, fixtures, and equipment (FF&E's), HVAC, and other building systems under the direction of the Facilities Manager.
- Perform grounds maintenance including, but not limited to snow removal, watering, and maintenance of park equipment.
- Conduct regular inspections of facilities and equipment to ensure proper working order.
- Monitor facilities management software (FMX) to view open work orders and take corrective action.
- Compile orders for spare parts and equipment for replacement.
- Record day-to-day maintenance and service activities.
- Track cost of maintenance or repair work.
- Inventory parts and supplies to ensure adequate amounts are available.

#### ADDITIONAL

- Assist with setting up/breaking down tables, chairs, and other equipment for events.
- Perform janitorial work as needed.

## REQUIRED QUALIFICATIONS

- High School diploma or equivalent.
- Minimum three years of similar work experience.
- Working knowledge of OSHA or willing to become familiar with OSHA as a condition of employment.
- Ability to work well with a diverse group of individuals.
- Willing to work nights and weekends.
- Ability to thrive in an entrepreneurial environment.
- Ability to pass the Drug and Background checks.

## PREFERRED QUALIFICATIONS

- Associate's Degree or certificate in related field of study.
- Five years of similar work experience.
- Up to date with current building technology.
- Working knowledge of BCMS, broilers, electrical systems, plumbing, lighting controls, and electrical/mechanical systems.

**DISCLAIMER** | JUMP is a non-profit entrepreneurial organization; consequently, the position description listed above has been written to indicate the overall nature, essential duties, and responsibilities of the work to be performed. It may not contain a comprehensive record of all duties, responsibilities, and qualifications required as it is highly likely the job structure will evolve.

**TO APPLY** | Please submit a current resume and cover letter along with a completed JUMP application (located on our website at [JUMPBoise.org](http://JUMPBoise.org) <http://jumpboise.org/careers>) to [careers@jumpboise.org](mailto:careers@jumpboise.org) with the position title in the subject line or by mail to 1000 West Myrtle Street, Boise, Idaho 83702. Resumes without a completed application may not be reviewed for employment. If you have any questions, please e-mail us at [careers@jumpboise.org](mailto:careers@jumpboise.org).