



# Native American Youth and Family Center

5135 NE Columbia Boulevard, Portland, Oregon 97218  
P (503) 288-8177 | F (503) 288-1260 | www.nayapdx.org

## Position Description – *Facilities Specialist II*

<b>Position:</b>	<b>Facilities Specialist II</b>
<b>Department/Program:</b>	Operations and Finance
<b>Compensation:</b>	\$10.50 - \$14.00 per hour and 80 hours vacation 1 <sup>st</sup> year, 120 hours vacation 2 <sup>nd</sup> year, 96 hours sick, 10 holidays, medical/dental/vision, Section 125 Cafeteria Plan Flexible Spending Account, Life Insurance and 401k after 1 yr. employment.
<b>Employment Status:</b>	Regular fulltime; non-exempt.
<b>Hours:</b>	Flexible working hours in accordance with agency operations and programming; early mornings and occasional weekends, as assigned.
<b>Supervision:</b>	No supervisory requirements
<b>Reports To:</b>	Asset Manager
<b>Job Location:</b>	Portland, OR

**Position Description:** The Facilities Specialist position reports directly to the Asset Manager and will be involved in activities related to custodial, security, general maintenance, grounds, and landscaping services on all NAYA properties. This position will aid in monitoring the facilities and properties in coordination with a Facilities Team, reporting issues as they arise and working to resolve problems either internally or in cooperation with contractors.

### Essential Functions:

- Perform assigned routine maintenance tasks and facilitate work requests regarding repairs, painting, floor upkeep, renovations, furniture moving, and office relocation.
- Attend to concerns and suggestions to maintain a safe and clean environment for staff, clients and visitors.
- Lead and direct individual volunteers and work parties on building and grounds improvement projects.
- Provide custodial support where needed to complement regularly scheduled service.
- Other duties as assigned by the Asset Manager.

### Additional Responsibilities:

- Participate on the Facilities Team to develop procedures, coordinate use of the facility, and communicate guidelines.
- Assist in the management of an inventory of agency assets including: furnishings, tools, equipment, lighting and fixtures, building materials and painting supplies.
- NAYA Family Center is a team and community-based organization that relies heavily on all members of the team participating and supporting each other. It is a requirement of this position to work as an active member of the team, participate actively in cross-departmental NAYA team projects and to contribute to fostering a safe and secure environment for community members and staff.

### Qualifications and Skills:

- Introductory level of computer and typing skills.
- Ability to follow written or verbal directions, and interpret hand drawings for room setup.
- General knowledge of mechanical, electrical and plumbing maintenance issues.

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- Ability to read, interpret and apply rules, codes and regulations pertaining to facility maintenance and security.
- Ability to work with diverse populations, specifically the urban Native population, including knowledge of Native American history, an understanding of the diversity of the local American Indian/Alaskan Native community and issues surrounding the Urban Indian experience.

**Education/Experience:** High School Diploma/GED and/relevant experience

**Work Environment:** 80% office/interior, 20% grounds/exterior. Exposed to a combination of normal office type environments, and shop environments. Regularly exposed to dust, odors, oil, fumes and noise.

**Physical Requirements:** Some heavy lifting and considerable moving of equipment required. Lifting of objects up to 100 lbs.

**Equipment Used:** Hand and power tools, landscaping tools, Computer, phone, fax, copy machine

**Safety Considerations:** Some travel may be required.

**Other Requirements:** Successful completion of a background investigation.

**Application Procedures:** Interested candidates should submit a cover letter addressing their qualifications for the position and why they are interested in joining the NAYA Family Center team. Please also enclose a NAYA application and your resume. Applications and the official position description can be obtained online at <http://www.nayapdx.org/about/jobs.php> or by contacting the office.

**Application Deadline:** February 15, 2010.

**Attention:** Incomplete applications will not be considered.

**Please send application materials to:**  
Patrick Eagle Staff, Human Resource Manager  
Native American Youth and Family Center  
5135 NE Columbia Boulevard  
Portland, OR. 97218  
Phone: (503) 288-8177 - Fax: (503) 288-1260  
E-mail: [patrickes@nayapdx.org](mailto:patrickes@nayapdx.org)