

# Community Action Partnership of Central Illinois JOB DESCRIPTION

**POSITION:** Facilities Support Staff  
**RESPONSIBLE TO:** *Operations Director*

**WORKSITE:** Central Office  
**CLASSIFICATION:** *VII Non-Exempt*  
*Wage Range: \$12.73/hr-18.56/hr.*  
*Part-Time Annualized: \$13,239 - \$19,302*

**RESPONSIBILITIES:**

The Facilities Support Staff is responsible for the day-to-day activities relative to the general maintenance and upkeep of all buildings owned and or leased by CAPCIL.

**DUTIES INCLUDE, BUT NOT LIMITED TO:**

1. Under the supervision of the Operations Director, the Facilities Support Staff will provide basic services as assigned by the Operations Director. Based on skill set, Support Staff will perform duties ranging from cleaning, light mechanical work (plumbing, HVAC, electrical), and other duties as assigned.
2. Work with the IT Administrator to receive, track, monitor and report on Work Orders as requested.
3. Work with local and outlying staff to record and manage the service requests made by Agency staff members
3. Conduct visits at site locations as needed to make recommendations on improving maintenance and risk management plans.
4. Conduct regular quality control inspections of the facilities to ensure a safe work environment.
5. Work with Operations Director to ensure compliance in Inventory Management practices.

**KEY COMPETENCIES:**

1. Willingness to work as a team player and complete cleaning and maintenance duties with excellence
1. Competence in building trades, HVAC-R and/or comparable work history for repairs and maintenance
2. Collaboration Skills
3. Organizational Skills
4. Time Management Skills

**QUALIFICATIONS:**

1. 2+ years' experience in building trades, HVAC-R and/or general cleaning/maintenance as appropriate for assigned duties
2. A valid Illinois driver's license
3. Reliable and insured transportation
4. Willingness to travel throughout the service area to perform duties as assigned
5. Ability to lift up to 50lbs
6. Basic computer skills (Microsoft Office, web-based applications, email)

## Key Performance Indicators:

KEY PERFORMANCE INDICATOR	MEASURE	WHAT DOES GOOD LOOK LIKE?
Work Order Processing Time	Work Order Management Tool	10 Business Day turnaround
Meeting Maintenance Schedule timelines	Report from Operations Director	Baseline

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 FACILITIES SUPPORT STAFF

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 DATE