



Position Title: Facilities and Grounds Assistant

Reports to: Facilities Director

Position Status: Full time – 40 hours per week

Job Description:

Provide a variety of routine semi-skilled and skilled work related to building and grounds maintenance, and equipment operation. Assist with building repairs and maintenance in addition to working with contract cleaning crews and custodial staff.

We value our employees and provide a culture of career development, and this position has potential for advancement.

Primary Responsibilities:

- Maintain HVAC equipment such as changing filters, lubing motors, changing belts and cleaning coils
- Assist in creating new projects as needed
- Perform a variety of skilled work including painting, plumbing and carpentry
- Perform landscape work such as mowing and trimming along with grounds upkeep
- Snow removal when needed
- Assist Facilities Director with projects and equipment maintenance
- Perform general maintenance support and repair projects as assigned
- Promote a safe working environment for all
- Represent the Boulder Shelter for the Homeless in alignment with the mission and core values: treat all with dignity, offer support and opportunity, achieve results through competence and creativity, and practice responsible stewardship

Qualifications:

- Valid Colorado Driver's license with good driving record
- Experience with mechanical systems preferred
- Effective communication skills
- Attention to detail, motivation to learn, and openness to new experiences
- Access online payroll database/basic computer skills
- This position requires one to lift up to 35 pounds, safely operate machinery, move about in a variety of spaces, constantly position oneself in unique areas for repairs and maintenance, work outdoors in all elements, exchange information, and identify maintenance issues.

Compensation: \$26.00 per hour

Competitive benefits package: health, dental, life and disability insurance, retirement plan, paid time off, sick leave, and subsidized EcoPass.

The Boulder Shelter for the Homeless is an Equal Employment Opportunity employer.

Please submit resumes to Mike Rauer, mike@bouldershelter.org.