

Job description

Ronald McDonald House Charities NY Metro

Facilities Assistant

Brief Description of Organization: Ronald McDonald House Charities NY Metro (House”) is a not-for-profit 501(c)(3) organization and home-away-from-home for families who are dealing with the stress of having a child undergoing medical treatment at nearby hospitals.

The Facilities Associate is responsible for making sure that the buildings and their services meet the needs of the people who work and reside at Ronald McDonald House Charities New Hyde New York Metro, located in New Hyde Park, NY. Coordinating with the facilities team for installations and refurbishments, coordinating the upkeep of equipment and supplies to meet health and safety standards, and inspecting buildings’ rooms and structures to determine the need for repairs or renovations assigned to the Facilities Team.

Essential Functions:

Assist with performing regularly scheduled inspections of building and grounds to ensure standards are maintained with regard to maintenance, repairs, housekeeping, safety, security, and general upkeep.

Monitor need for replacement of furniture, fixtures, equipment and for general facility improvements.

Assist with the coordination of ongoing pest control to ensure major infestations do not occur

Ensures that the facility is clean and maintained according to company policy and procedures.

Check completed work by vendors and contractors and report to Facilities Manager.

Recommend maintenance, mechanical, electrical, and facility design modifications.

Assist with the organization and cleanup of storage area(s) and workshop space

Interfacing with sub-contractors and repairmen for specialty work.

Coordinate with Facilities Manager to ensure annual repainting needs of the House.

Troubleshoot a variety of mechanical, electrical, plumbing and equipment issues.

Available to handle emergency maintenance/repair and troubleshooting requests from staff.

Support Housekeeping and Special Event Staff as needed.

Knowledge and Skills:

General knowledge of HVAC and PTAC

Mechanically inclined, able to fix machinery issues both simple & complex

Basic carpentry knowledge

General building skills: painting, drywall, caulk, masonry

Basic electrical knowledge

Basic plumbing knowledge

Current driver's license and experience driving a larger vehicle

Heavy lifting and manual labor

Safety Awareness

Self-directed

Ability to work with others and independently on specific projects/tasks

The above information in this description has been designed to indicate the general nature and level of work performed by employees with this level of responsibility. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this position.

Please no calls.

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Holidays
- Weekend availability

Ability to commute/relocate:

- New Hyde Park, NY 11040: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Maintenance: 3 years (Preferred)

License/Certification:

- Driver's License (Preferred)

Work Location: One location