



<https://sparcinla.org/job/facilities-maintenance-technician/>

Facilities Maintenance Technician

Description

The Social and Public Art Resource Center (SPARC) is currently seeking a highly skilled and experienced facilities and maintenance professional to join our team. The ideal candidate will possess a strong background in managing and maintaining various building systems, such as HVAC, plumbing, electrical, and mechanical systems. The candidate will be responsible for performing routine maintenance tasks, addressing issues before they become major problems, and ensuring all building systems are functioning optimally.

FLSA Classification:

Full-time (Non-exempt)

Compensation Range:

\$21.00 to \$23.55 per hour

Reports to:

Office Manager

Schedule:

- 8 hour shift
- Monday to Friday. Some weekends may be required

Ability to commute/relocate:

Venice, CA 90291: Reliably commute or planning to relocate before starting work (Required)

Responsibilities

Responsibilities include, but are not limited to, the following:

- Maintenance of SPARC building, routine cleaning inside and outside, including trash removal, and expendable replacement
- Maintain inventory of cleaning and sanitation products and other supplies as directed
- Perform repairs as directed by the CEO/Artistic Director and/or SPARC Operations
- Perform building perimeter repairs and improvements as directed
- Maintain all storage spaces in a pristine and organized manner
- Perform routine maintenance, inspection and repair and identify and address any issues that need attention including but not limited to: ensure functioning lighting, monthly checks of checking the roof for drainage clearance, shampooing rugs, applying insecticide to prevent ants and roaches, inspecting sprinkler systems, power washing around building, checking for termites, mice, or other vermin
- Monitor plumbing, electrical and heating, Check for light outages, leaks or other malfunctioning fixtures in the building
- Maintain the site for hazardous disposables: paint, solvents and take to the proper site for disposable
- Make certain all floors, sinks, toilets and kitchens are clean and stocked as

Hiring organization

SPARC

Employment Type

Full-time

Job Location

685 Venice Blvd, 90291, Venice, CA

Working Hours

8 hour shift.

Monday through Friday, 10 am – 6 pm. Some weekends may be required.

Base Salary

\$ 21.00 - \$ 23.55

Date posted

November 21, 2023

necessary.

- Maintain the SPARC truck: fuel, oil, water, cleaning, tires, etc. And keep written records of oil changes, and other problems with the truck on a clipboard in the truck for anyone's usage
- Check any banners hanging from the building to make sure they are not sagging, vandalized, or crooked and are secured to the building
- Report any suspicious activity in the grounds to management
- Provide support for on-site and off-site gallery installations, including murals and public art projects and special events
- Familiarity with and adherence to safety protocols and organizational policies to create a safe work environment for everyone
- Perform various monthly tasks including checking the roof for drainage clearance, shampooing rugs, applying insecticide to prevent ants and roaches, inspecting sprinkler systems, replacing plants upon request, and trimming back blooming flowers as needed.
- Perform other maintenance duties as requested

This is a full-time, exempt position. Some weekends and evenings may be required. Must be available to work on-location at SPARC's offices in Venice and Santa Monica, CA.

Qualifications

Qualifications:

- High School Diploma or equivalent required
- 1 to 5 years of Maintenance experience preferred
- Experience working with basic tools, including hand tools and electrical tools
- Familiarity using pressure washers, airless sprayers, and painting equipment preferred but not required
- Experience with basic scaffolding and ladder procedures preferred but not required
- Possess a high standard of safety
- Possess a valid driver's license, a clean driving record, own a vehicle, and have the ability to operate a utility truck while towing a trailer.
- Engines and Mechanic knowledge a preferred but not required
- Experience with installing artwork is preferred but not required
- Flexible schedule with availability to work some weekends

Competencies

- **Attention to detail:** The ability to pay close attention to detail is critical for a Facilities Maintenance Technician. This includes being able to identify and address any potential issues or problems before they become major concerns.
- **Communication:** Effective communication is key to success in any job, but it is especially important for a Facilities Maintenance Technician. The candidate must be able to communicate effectively with team members, vendors, and other stakeholders to ensure that everyone is on the same page.
- **Customer service:** Facilities Maintenance Technician must be able to provide excellent customer service to all staff, visitors, tenants, vendors, and stakeholders. This includes being responsive, proactive, and professional at all times.
- **Problem-solving:** Facilities Maintenance Technician must be able to think critically and creatively to solve problems as they arise. This includes being able to identify the root cause of issues and develop effective solutions to prevent them from happening again in the future.

- **Time management:** Facilities Maintenance Technician must be able to manage their time effectively to ensure that all tasks are completed on time and to a high standard. This includes being able to prioritize tasks, manage competing priorities, and work efficiently.

Work environment: The job requires the employee to work in various physical environments, both indoors and outdoors, which may be hot, cold, wet, humid, or dry. Chemicals, commercial products such as oil and cleaning solvents, and personal protective equipment (such as eyewear, safety shoes, and hard hats) are often used to prevent exposure to hazardous materials.

Physical Demands: To perform this job successfully, the employee must meet certain physical demands, including frequent lifting, carrying, pushing, and pulling, as well as climbing, stooping, crouching, standing, bending, kneeling, walking, and driving. The employee will also be responsible for lifting and maintaining supplies and equipment and will need to use hand tools such as hammers, drills, ladders, etc. The employee will need to lift weights that range from 10 to 100 pounds or more on a regular basis.

Travel required: Location is based on a percentage of where work time is spent. Indoors: 80%. Travel (local): 20% – job requires some travel to events.

Job Benefits

FLSA Classification:

Full-time (Non-exempt)

Compensation Range:

\$21.00 to \$23.55 per hour

Reports to:

Office Manager

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off

Schedule:

- 8 hour shift
- Monday to Friday. Some weekends may be required

Ability to commute/relocate:

- Venice, CA 90291: Reliably commute or planning to relocate before starting work (Required)

Contacts

Please submit cover letter and resume to jobs@sparcinla.org