



Facilities Specialist

CEFCU is currently searching for a qualified and experienced Facilities Specialist. The successful candidate will be responsible for coordinating and overseeing the maintenance, repairs and alteration of Credit Union facilities, rental property and equipment. Manages supply inventory, requests, ordering and deliveries.

Duties and Responsibilities

- Inspects Credit Union branches and recommends repair and maintenance to ensure all facilities are in compliance with federal and local codes and laws, and are maintained in an acceptable condition.
- Receives, tracks, prioritizes and schedules work orders related to the maintenance, repair and installation of the Credit Union's HVAC systems, lighting, electrical, plumbing, janitorial, landscaping, and other systems and projects.
- Coordinates preventative maintenance and safety inspections related to the Credit Union's fire suppression system, fire alarm system, fire extinguishers and elevator.
- Acts as Credit Union liaison to outside contractors in relation to Credit Union facilities for equipment repairs and preventative maintenance.
- Directs third party maintenance personnel and workers engaged in equipment installation, facilities equipment repair, preventative maintenance and cleaning.
- Maintains the exterior and interior of the Credit Union's properties and may provide hands-on attention as needed.
- Maintains inventory of office supplies and materials; orders supplies as needed or requested by management; and ensures delivery of items to various office locations.
- Coordinates maintenance of company vehicle.
- Reviews invoices to confirm work completed and orders received.

Qualifications and Requirements

- High school diploma or general education degree (GED); or two years related general building maintenance experience and/or training; or equivalent combination of education and experience.
- Valid California Driver License and automobile insurance.
- Ability to perform minor maintenance and repairs, such as changing office light bulbs, installing under desk keyboard trays, replacing cabinet locks, etc.
- Ability to meet the physical requirements of the position, including lifting and carrying objects that may exceed 25 lbs., and the need to move about the facilities including ascending or descending ladders, stepstools or stairs, bending, lifting, climbing and crawling to complete various tasks.
- Working knowledge of various Microsoft Office computer programs, such as Word, Excel, etc. and other office equipment.
- Ability to develop effective working relationships with all staff at all levels.
- Excellent verbal and written communication skills in English.



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- Excellent time management skills, well organized, detail oriented and able to manage multiple priorities.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to uphold confidentiality standards and exercise discretion and good judgment.
- Must be bondable by the credit union's insurance agency.

Salary Range

- \$26.75 – \$35.00