



Clínica Msr. Oscar A. Romero Community Health Centers

Job Announcement

Position Title: Assistant Facility Coordinator
Status: Full time
Starting Salary: \$ 15.00-\$20.00 per hour
Department: Facilities
Send Resumes to: Human Resources Fax: 213-989-7702
E-mail: lpzscar@clinaromero.com
123 S Alvarado Street, Los Angeles-CA 90057

Position Summary:

Under the Facilities Manager will assist maintaining the facilities and grounds fully functional in a cost efficient and timely manner. Will assure that the day to day operational needs are kept flowing such as maintenance, security system, facility's repairs, small and large projects, mail/courier system and inventory of equipment and supplies.

Responsibilities:

- Perform surveys of facility and office utilization by staff and patients
- Assist Facilities Manager coordinate large and small construction projects.
- Assist Facilities Manager with repairs to all facilities such as electrical, plumbing, HVAC systems, walls, doors, floors, roofs, parking, and garden.
- Conduct daily, weekly, monthly, and yearly inspection of interior/exterior of all facilities.
- Response to emergencies repairs when needed.
- Assist Facilities Manager to ensure security at all times in all facilities.
- Assist Facility Manager with fire drills, monthly maintenance logs, inspection of safety equipment such as, fire extinguishers, burglary alarm system, eyewash stations, and fire safety devices.
- Promote workplace safety as per OSHA guidelines and CMOAR policies and procedures.
- Maintain an efficient mailing system; assures timely courier system.
- Ensures proper care in the use and maintenance of equipment and supplies.
- Assist Facility Manager to maintain and update inventory list of medical, dental, electronics, and custodial equipment.
- Performs routine maintenance to custodial equipment and supplies.
- Assists to coordinate custodial staff and make sure all facilities are clean and in orderly fashion.
- Assist staff with daily maintenance of all facilities.
- Backup on vacations or sick days for any maintenance Clerk
- Keep stocks (janitorial and office supplies) fully supplied and distribute them as needed.
- Assist to coordinate with management and Medical Director the bi-annual OSHA, and other safety related trainings to all staff.
- Performs miscellaneous job-related duties when assigned.

Qualification and Requirements:

- High School Diploma or G.E.D. Equivalent, and a minimum of 2 years experience or educational background on the following areas of repairs such as electrical, plumbing, HVAC systems, walls, doors, floors, roofs, parking, and garden.
- OSHA Training Certification, preferred not required
- Good working knowledge of OSHA and safety procedures
- Knowledge on ergonomics preferred not required
- Ability to maintain accurate inventory and usage records
- High standards of moral and ethical conduct; ability to foster spirit of commitment, cooperation and teamwork.
- Bilingual Spanish/ English.
- California Driver License.
- Excellent driving record.
- Good communication skills.
- Able to work regular, swing, and graveyard shifts.

Clínica Msr. Oscar A. Romero is and Equal Opportunity Employer

Pico-Union/Westlake: 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702
Boyle Heights/East Los Angeles: 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

Email: developmentinfo@clinaromero.com **Website:** www.clinaromero.com

