

### **Facility Maintenance Technician**

#### **Can you imagine being part of a national model for engaging underrepresented students in science and conservation?**

At Ocean Discovery Institute we use science to engage young people from urban, underserved backgrounds and empower them to transform their lives, their community, and ultimately our world as scientific and conservation leaders. We are honored and proud to have received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring given by President Obama. The National Oceanic and Atmospheric Administration has also recognized that our model is at the vanguard of innovation and impact and has invested in replicating this work in other regions of our nation. We currently have a \$2.1 million annual operating budget, with approximately 20 employees, serving 6,000 young people each year. We are growing to serve over 10,000 annually and operate from our state-of-the-art Living Lab (opened fall of 2018) in City Heights. For a look at what we do, view this video:

[https://www.youtube.com/watch?v=U3O\\_fnQ-uWM](https://www.youtube.com/watch?v=U3O_fnQ-uWM)

As the Facility Maintenance Technician, you'll be integral in providing the behind the scenes help needed to run all aspects of our organization, from the day to day operations, to the programs, to our special events

#### **Duties and Responsibilities:**

- Assists with maintaining daily operations of the physical facility, including janitorial cleaning duties and inspections, laundry, mail sorting and delivery, restocking copy room, bathrooms, and kitchen areas, landscaping including weeding and trash pick-up, and light "handyman" maintenance duties such as furniture moves, carpet replacement, simple electrical projects, spot painting and/or cleaning, light construction and/or exterior cleanup.
- Works with outside contractors on building and equipment repairs.
- Operates site hand and power tools as necessary.
- May perform other activities such as audio-visual (AV) set up for meetings or conferences, inter-office mail deliveries, waste paper recycling, and stocking of employee break areas and general use areas.

#### **Qualifications and Other Requirements:**

- City Heights resident.
- Minimum of 2 years related maintenance and janitorial experience and a High School diploma/certificate or equivalent.
- Fully proficient in Microsoft Office Programs
- Good organizational skills.
- Strong written and oral communication skills
- Able to stay organized while multi-tasking and work well in a fast-paced environment
- Self-starter/takes initiative
- Ability to lift 50 lbs. and perform physical labor.
- Professional presentation, prompt and dependable.
- Familiarity with the San Diego area.
- Drivers license and dependable car.
- Successfully pass state fingerprinting check (live-scan) and a Tuberculosis assessment.

**Time Commitment**

- Part Time, approximately 25 hours per week
- Weekends and evenings are required in order to complete some building maintenance.

**Compensation**

- \$18/hour

**Start Date**

- Immediate

**How to Apply**

- Submit resume, cover letter including, and 2-3 professional references to Anne Correia at [acorreia@oceandi.org](mailto:acorreia@oceandi.org) or [jobs@OceanDI.org](mailto:jobs@OceanDI.org).

EEO Employer