

Wisteria View Housing

Title: Facilities Associate	Date Open: 6/1/25	Date Closed: when filled
Location: Wisteria View Manor 1400 S. Main St., Seattle, WA	Reports to: Executive Director	Shift: Sundays 9 am to 6 pm (1 hour unpaid lunch)
Status: Part Time	FLSA: Non exempt	Salary Range (Hourly Rate) \$20.76 – \$25.95
Program Description:	Wisteria View Housing develops, owns and operates affordable housing in Seattle, Washington. Wisteria View Manor is an 86 unit apartment building located in central Seattle which serves low income seniors and disabled individuals (HUD project based Section 8).	
Position Description:	<p>This is a part time (Sundays) position. Additional weekday, evenings and/or weekend shifts possible.</p> <p>Responsible for ensuring the cleanliness and appearance of the building and grounds by conducting routine groundskeeping and janitorial tasks. Assist other members of the facilities team in general maintenance, repairs and preparing rooms for rental.</p> <p>Provide service to residents, complete assigned clerical tasks and assist with other maintenance tasks.</p>	
Essential Functions:	<p><u>Duties and Responsibilities:</u></p> <ol style="list-style-type: none"> 1. Safety & Accident Prevention: Follow safety rules; follow equipment, tool, chemicals and supplies instructions and training 2. Complete rounds of the property and perform cleaning tasks as needed. 3. Learn to complete routine general maintenance requests. 4. Dust common area walls, windowsills, light fixtures, furniture 5. Clean common area window glass (interior only on floors 2-6) 6. Vacuum hallway & common area carpets 7. Vacuum lobby, stairwells & common area hard surface floors 8. Mop lobby, stairwells & common area hard surface floors 9. Service consumables in, clean and sanitize restrooms 10. Grounds keeping & landscape tasks (pick up litter & debris) 11. Clean and polish common area metal items (elevator controls, door handles, etc) 12. Clean light fixtures; replace light bulbs 13. Empty waste, recycle & compost containers 14. Assist in monitoring the building's Emergency Call System and respond to alarms. 15. Clerical work (time sheet, inventory, maintenance logs, work order tracking, etc.) 16. Assist with maintenance projects and fill in for short term absences. 17. Assist tenants and other staff as needed. 18. Snow removal from walkways and sidewalks 19. Maintain confidentiality and security of tenant and business files in the office. 20. Use and maintain assigned power equipment and hand tools. 21. Assist with room turns 22. Launder cleaning rags and dust mops 23. Observe appearances and conditions of premises and equipment; report needed repairs and safety hazards to manager 24. Requisition supplies and equipment needed for cleaning and maintenance duties 25. Set up tables & chairs to prepare for events/meetings 26. Attend to emergencies when necessary 27. Perform related duties as required 28. Various other tasks as assigned. 	

Job Requirements:	<p><u>Minimum Qualifications:</u></p> <ol style="list-style-type: none"> 1. High School diploma or GED. 2. Knowledge of occupational hazards and safety rules. 3. Ability to follow instructions. 4. Ability to work with minimal supervision. 5. Ability to operate and use janitorial tools, equipment and supplies. 6. Ability to assess emergency situations, prioritize needs, and respond. 7. Ability to read, understand and follow instructions, procedures and regulations 8. Good verbal (in person and by phone), written (letters, memos, e-mail and text) and interpersonal skills. 9. Good attention to detail. 10. Ability to manage time effectively to prioritize and meet deadlines. 11. Ability to take the initiative when needed. 12. Ability to plan and organize own work. 13. Support and uphold the mission, beliefs and values of Wisteria View Housing. 14. Customer service oriented. Empathy for senior citizens and the disabled. 15. Ability to understand basic mechanical concepts (how things work) 16. Maintain composure in the presence of a language barrier. 17. Demonstrates the necessary attitudes, knowledge and skills to deliver culturally competent services and work effectively in multi-cultural situations. 18. Ability to lift up to 75 pounds and carry materials a distance of up to 150 feet. 19. Ability/availability to work overtime. 20. Criminal history background checks are required prior to employment. <p><u>Preferred Qualifications:</u></p> <ol style="list-style-type: none"> 21. 1 year prior janitorial experience 22. Knowledge of standard methods, practices, tools and equipment of the janitorial and grounds keeping trades. 23. Basic knowledge of Landlord-Tenant regulations and Fair Housing. 24. Painting (interiors), carpentry or landscape experience 25. Proficient in Microsoft Windows and Office. 26. Basic knowledge and experience with the safe use of tools (hand & power) 27. Ability to diagnose and troubleshoot mechanical systems. 28. Understand preventive, predictive and corrective maintenance activities. 29. Ability to disassemble, fabricate, assemble and install simple building infrastructure and systems/components. 30. Ability to read mechanical, instrumentation and electrical drawings, blueprints and manuals. 31. Ability to grasp complex issues and apply good problem solving skills to develop recommendations/solutions. 32. Basic knowledge of first aid (current certification in first aid and/or CPR) <p><u>Substitute qualifications:</u></p> <ol style="list-style-type: none"> 33. Other satisfactory combination of education, training or experience that provides the required knowledge, skills and abilities.
--------------------------	---

Wisteria View Housing is an Equal Opportunity Employer.

Wisteria View Housing retains the right to change or assign other duties to this position.
Please let us know if you need special accommodations to apply or interview for this position.

APPLICATION PROCEDURE

Send application, resume and cover letter to HR@wisteriaview.org