



## Facilities and Warehouse Specialist

**Department:** Housing Services

Pay Grade: 12

**Supervisor's Title:** TBD

**General Purpose of the Job:** Responsible for the ongoing operations of the Weatherization warehouse, ensuring all needed materials are available and all equipment is in good working condition. Responsible for maintenance needs of agency at various office sites and locations.

**Minimum Level of Education/Experience Required:** High School diploma or GED. Must demonstrate basic mathematical and reading skills. Microcomputer proficiency is required to successfully enter data and produce reports. Must have working knowledge of methods, practices, tools, materials used in building maintenance and repair.

**License or Certificate Required:** In addition to the requirements above this position must have a valid Iowa or Illinois Driver's License and proof of current automobile insurance

**Supervisory Responsibility:** None

**Eligible for Telecommuting:** No

**Schedule:** Set Schedule

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

- A. Complete Lead Safe Renovation course and become certified within 60 days of hire.
- B. Maintain and plan for all inventory supply levels including tools, for the efficient operation of the Weatherization program. Procure materials based on Weatherization Program policies and procedures and reconcile inventory records on an ongoing basis.
- C. Assess building maintenance needs at various office sites occupied by the Agency. Determine if repairs can be completed in house or must be subcontracted.
- D. Perform preventative maintenance and minor repairs in various office locations such as insuring furnace filters are changed, locks are secure, doors close properly, fix shingles, plumbing repairs, and rodent remediation, etc.
- E. Perform heating appliance inspections as required, following all State of Iowa Weatherization Program standards.
- F. Perform maintenance and repairs to tools and equipment making sure all inventory is safe, clean and usable by employees.
- G. Perform additional minor weatherization measures according to state weatherization priorities and work measures as deemed necessary by Inspector/Evaluators to finalize homes.
- H. Maintain program vehicles in safe, trouble-free condition
- I. Pick up supplies from vendors and deliver materials/packages to job sites as required.
- J. Assist in moving centers, offices, as needed.
- K. Promptly report to the Weatherization Director any potential safety concerns regarding the warehouse, the vehicles, or the customer's home as well as potential safety concerns regarding the worksite, tools, ladders, scaffolding, or protective equipment.

<b>Physical Demands</b>	Rarely or never	Up to 1/3 of the time	1/3 to 2/3 of the time	2/3 of the time+
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery	X			
Lift up to 10 Pounds				X
Lift up to 25 Pounds				X
Lift up to 50 Pounds		X		
Lift up to 100 Pounds	X			
Lift More than 100 Pounds	X			
Routine office equipment				
Common manual hand tools				X
Common power hand tools			X	
Combustion diagnostic equipment				X
Gas lead detector				X
Use small kitchen appliances	X			
Motor vehicle operation			X	
Work in wet/humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Work near fumes or airborne particles		X		
Work with toxic or caustic chemicals		X		
Work in outdoor weather conditions				X
Work near risk of electrical shock			X	
Work with or near vibration			X	
Work/job related travel				X
<b>Noise:</b> Moderate to loud levels of noise typical to a home construction site				
<b>Protective Clothing/Equipment Required:</b> Protective eyewear, work boots (do not have to be steel-toed), gloves, ear protection				

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Job Description Last Reviewed: 5/13/21 By: RL