



Facilities Associate - Position Description

The Virginia Beach Community Development Corporation (VBCDC) is a nonprofit housing development corporation operating in the City of Virginia Beach. Our mission is to provide affordable housing opportunities for low and moderate income families in the City of Virginia Beach.

We are currently seeking Facilities Associates to assist with the day to day operations of the team. The Facilities Associate will perform preventative and general maintenance repairs, apartment make-readies, respond to on-call emergencies, perform a variety of grounds maintenance duties and undertake special assignments as directed.

The successful candidate will have the following qualifications:

- High school diploma plus two years of experience as a Facilities Associate or similar position or High School completion with one year of course work in the fields of Electrical, HVAC, mechanical and plumbing is preferred;
- Certificate of training in repair of heating and air conditioning systems and Universal EPA Certification in HVAC required;
- Strong customer, communication and interpersonal skills;
- Operational knowledge of personal computers and Microsoft Outlook (email);
- Able and available to working on holidays and during on-call periods, with reliable transportation;
- Must be able to work outdoors and stand for long periods of time;
- Must have own hand tools plus be able to safely use manual and power tools weighing up to 40 pounds;
- Must be able to safely carry, set-up and climb ladders and sections scaffolding weighing up to 125 pounds, which reach heights of 40 feet;
- Must assist in the safe and proper transportation and set-up of appliances, furniture, building materials, tools, supplies, and equipment. Such transportation will require the use of hand trucks and also may necessitate the climbing of flights of stairs;
- Physically able to move or carry objects or materials such as sinks, countertops, solid core and metal doors, debris, floor tile, fan motors and other HVAC parts, etc.; ability to handle ranges and refrigerators using appliance hand trucks. Lifting (ground to waist level) requirements for an individual in this classification may exceed 75 lbs. on an infrequent basis.

Physical Demands/Work Environment

While performing the duties of this job, the employee is frequently required to sit, talk, see, or hear. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move heavy items. The partner must have a valid driver's license with acceptable driving record, own a reliable car or truck which can be used for travel during the work day and carry acceptable level of auto liability insurance (\$100,000/\$300,000 each person/occurrence).

VBCDC offers a generous benefits package which includes, health, vision and dental insurance life insurance, LTD, vacation, personal, sick leave and paid holidays, and a 403 (b) tax sheltered annuity, and training and development.

If you are dependable and conscientious about your work, please email your cover letter and resume to careers@vbcdc.org.

We are a DRUG FREE WORK PLACE. *Section 3 applicants are encouraged to apply.* Recruiting will continue until position filled.