



135 North Mission Road, LA, CA 90033  
Phone (323) 881-0018 Fax (323) 268-7228  
[www.proyectopastoral.org](http://www.proyectopastoral.org)

**POSITION:** Facilities Technician

**LOCATION:** IMPACTO @ Recreation Center

**STATUS:** Hourly rate \$19.00 to \$21.00

**HOURS:** Monday-Friday 9:00am -5:35pm with flexibility when needed 40 hours/weekly

**Supervised by:** Recreation Coordinator, Program Director

### **ORGANIZATIONAL BACKGROUND:**

**Proyecto Pastoral** was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and women transition into independent living; IMPACTO, an after school academic enrichment program for K-12 youth and the Aliso Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights. Proyecto Pastoral serves over 8,000 children, youth and families.

### **POSITION SUMMARY:**

The Facilities Technician is responsible for ensuring routine building repairs, grounds upkeep and physical logistics including setup and tear down of equipment at the Aliso Pico Recreation Center. Facilities Technician scope of work includes general outdoor maintenance of grounds around two buildings (Basketball Court building, Multipurpose building) and ensuring all park grounds are clean and clear of unsafe or excess debris. The Facilities Technician reports to the IMPACTO Recreation Coordinator and works as part of the IMPACTO team to provide a high quality program to youth and families in the Boyle Heights community of Los Angeles.

### **DUTIES & RESPONSIBILITIES:**

- Facilities Technician is responsible for building repairs, building upkeep, and organizing equipment.
- Responsible for general maintenance and upkeep of the exterior grounds, exterior maintenance, and basic repairs.
- Setup of regular operations material with focus on physical logistics, including the movement, setup, and teardown of Sports equipment. Must be able to push, pull and lift sports equipment up to 45lbs to 70lbs.
- Monitor building security and safety by performing such tasks as locking doors before or after operation hours.
- Assure hazards are not created or materials are not left unattended and always locked in proper closets.
- Clear debris from surrounding park grounds. Must be able to push, lift trash can/ bucket up to 30lbs.
- Clean and service Playground, Garden, basketball Court including general maintenance of outdoor fields, clearing debris of walkways, entrances and grounds.



# Proyecto Pastoral at Dolores Mission

135 North Mission Road, LA, CA 90033  
Phone (323) 881-0018 Fax (323) 268-7228  
[www.proyectopastoral.org](http://www.proyectopastoral.org)

- Remove advertisement posts around facilities.
- Clean and disinfect equipment, staircase, door handles and other surfaces that are frequently touched.
- Clean outside windows, glass partitions, and mirrors, using proper materials.
- Notify supervisor of deficiencies of supplies and or needs for repairs.
- Must follow all health and site safety regulations.
- Work as part of the team to offer high quality youth development and community programming.
- Perform other duties as needed and designated by the Site Coordinator.

## **QUALIFICATIONS:**

- Experience working with youth and community organizations.
- Experience in working in the maintenance field.
- Good organizational skills.
- Must have good self management skills.
- Must be able to work indoors and outdoors.

## **APPLICATION INSTRUCTIONS:**

To apply please email a cover letter and resume to [hr@proyectopastoral.org](mailto:hr@proyectopastoral.org) or mail to 135 North Mission Road, Los Angeles, CA 90033. PLEASE write ATTN: Maintenance Support Staff in the subject line of the email. For questions please visit our website at [www.proyectopastoral.org](http://www.proyectopastoral.org)