

**General Services Facilitator**

\*\*\*Job Announcement\*\*\*

The Fresno Regional Workforce Development Board (FRWDB) seeks a General Services Facilitator with utility experience to support facility services such as facilities management, property inventory and maintenance, site maintenance and supply distribution. The General Services Facilitator will be responsible for light facility repairs and maintenance, oversight of vendors, setting up for Board and committee meetings and assisting, room layout for programs or events, and setting up AV equipment as necessary.

The Fresno Regional Workforce Development Board is a Joint Powers Authority between the City and County of Fresno, with a business-led model to help local organizations meet their workforce needs.

**Duties include, but are not limited to:**

* Set up for Board Meetings and WIB Committee meetings.
* Organize the warehouse, including relocating obsolete I.T. equipment and moving furniture to and from storage as needed.
* Sorting and maintaining inventory of marketing promotional materials.
* Preparing and setting up for other Fresno Regional Workforce Development Board programs and events, such as program graduations, which may include driving to other Fresno-area event locations.
* Maintains inventories of supplies and property and physically tags property.
* Oversees supply ordering, receiving and stocking including creation of purchase requests, review of packing slips, verification of products delivered, inside delivery and routing of paperwork.
* Manages all assets, such as furniture, and supplies, and ensures their proper working order.
* Makes day trips to other facilities or home office as necessary.
* Light repair and maintenance as needed and as scheduled.

**Qualifications:**

* Ability to lift twenty-five pounds regularly and up to fifty pounds occasionally.
* Basic technical ability to set up audio visual/sound equipment.
* Strong communication skills and ability to work well with staff, managers, and vendors.
* Organized and able to prioritize multiple assignments.
* Ability to use power and hand tools such as drills, screw drivers, hammer, etc.
* Valid CA Driver’s license with good driving record

Excellent benefits package, including, 100% paid health and life insurance for the employee, 80% paid health for dependents, elective alternate work schedule with every other Monday off, retirement plan with a 7% company contribution, and competitive salary BOE in the range of $23.67 to $26/27.