



Chicago Urban League

The Chicago Urban League works for economic, educational and social progress for African Americans and promotes strong, sustainable communities through advocacy, collaboration and innovation. The organization is one of the largest of the 90 affiliates of the National Urban League, the nation's oldest and largest community-based movement devoted to empowering African Americans to enter the economic and social mainstream. Founded in 1916 by an interracial group of community leaders, the Chicago Urban League is one of the major civil rights organizations in Chicago.

Title: Facilities Associate FLSA: Non-Exempt

Department: Facilities

Primary Function

Responsible for assisting the facilities supervisor in maintaining the Chicago Urban League's office building and employee parking lot.

Principal Accountabilities

Accountable for all repairs, electrical, mechanical, structural, general cleaning and maintenance of office building.

Duties and Responsibilities

Essential:

Daily duties include but are not limited to:

- Air and/or heating settings and adjusting zones and thermostats for optimal employee comfort.
- Check all light sources including parking lot and replace bulbs as needed.
- Responds to employee requests for cleaning and maintenance as needed.
- Responds to employee requests in the areas of safety and environmental needs through both personal and work order systems.
- Responsible for shipping/receiving of mail and packages.
- Prepare and maintain maintenance logs and records.
- Responds to various requests and work orders for service from HR, security and executive departments.
- Responsible for transportation of employees and parcel when required.
- Coordinate service calls from outside contractors and vendors.
- Responsible for set up and break down for events.
- Assist Earned Fare Facility Workers as needed.

- Maintain stock of janitorial supplies, keeping necessary records.
- Report to Supervisor of Facilities and Support Services on building conditions, especially those requiring attention other than janitorial attention.
- Set up conference rooms and special cleaning projects.
- Maintaining Chicago Urban League grounds.
- And all other duties assigned.

Interaction

Capable of interaction with all levels of Chicago Urban League personnel and outside clients/vendors.

Knowledge and Skills

Three to five years of maintenance experience. A valid driver's license.

Working Conditions

- Regularly required to use hands to finger, handle or feel, reach with hands and arms.
- Regularly lift and move objects 10-50lbs; occasionally lift and/or move objects that weigh more than 100lbs.
- Frequently required to stand, walk, stoop, kneel, crouch or crawl
- Occasionally required to sit and climb or balance

Reports to

Facilities Supervisor