



Job Description – Maintenance Helper

Under the direct supervision of the Facilities and Safety Manager, the Maintenance Helper will perform basic maintenance duties at IILA sites throughout Los Angeles County.

Essential Job Duties:

Within a teamwork environment, the essential functions of the job include, but are not limited to, the following responsibilities:

- Attending to written/oral work orders and performing basic building and equipment repairs.
- Duties include minor plumbing, electrical, lighting, patching and painting.
- Driving company vehicle to job sites and on errands.
- Lifting and/or moving office furniture and equipment.
- Using hand tools and machines properly.
- Purchasing repair parts as needed.
- Establishing and maintaining professional relationships with those contracted during the course of work.
- Handling basic landscaping, custodial tasks and basic vehicle inspections.
- Performing other job-related duties as assigned.

Job Requirements:

- High school Diploma or equivalent preferred.
- Minimum 6 months experience in all skill areas related to this position.
- Knowledge of methods, tools, equipment and safety precautions and procedures used in performance of building maintenance tasks.
- Ability to understand and carry out written and oral directions.
- Must be able to work a flexible schedule.
- Must have a valid CA driver's license; clean DMV driver printout and provide proof of current automobile insurance.

Physical Demands:

- Performing physical activities that require incumbent to stand or walk up to 8 hours per day.
- Ability to climb, bend, crawl, squat, twist and reach. Activities often also require considerable use of arms and legs, such as in the physical handling of materials.
- Ability to push, pull and lift objects up to 50 LBS and occasionally up to 100 LBS.

Application Information:

International Institute of Los Angeles (IILA) is an equal opportunity employer. All applicants are required to complete an IILA employment application found on our web site at www.iilosangeles.org

Send resume and application to:

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