

Facilities Attendant

Location: Dublin, NH

Type: Part-Time, 20 hours per week

Are you a hands-on, detail-oriented professional with experience in facilities management, mailroom operations, and general maintenance? We're looking for a Facilities Attendant to oversee the day-to-day operations of our Dublin facility, ensuring smooth mailroom functions, efficient building maintenance, and a safe and organized work environment.

Key Responsibilities:

Oversee daily mailroom operations, including processing incoming and outgoing mail, deliveries, and package shipments.

Manage recycling programs and keep public and storage areas organized.

Maintain garages and ensure proper storage of materials.

Complete routine maintenance work orders, including minor repairs, furniture assembly, painting, and light fixture replacement.

Coordinate office relocations and building projects, working closely with contractors.

Supervise vendors for routine facility services (cleaning, trash removal, fire safety, etc.).

Perform seasonal grounds work, including snow removal.

Support IT and phone system maintenance as needed.

Maintain company vehicle and power equipment.

Monitor solar array performance and coordinate repairs when required.

Work Environment & Physical Requirements:

Work is performed in both indoor and outdoor environments, requiring travel between sites.

Exposure to noise, dust, grease, smoke, mechanical and electrical hazards, and varying weather conditions.

Must be able to respond to emergency calls after hours, including evenings and weekends.

Requires sufficient physical ability and mobility to walk, stand, and sit for extended periods.

Frequent bending, kneeling, crouching, crawling, climbing, reaching, twisting, and grasping.

Ability to climb ladders, lift/carry/push/pull moderate to heavy weight, and operate assigned equipment and vehicles.

Qualifications:

Technical college degree or equivalent experience in facilities management.

Ability to lift up to 55 lbs. and move throughout multiple buildings.

Valid NH driver's license with a clean driving record.

Knowledge of mailroom procedures (USPS, UPS, FedEx), construction, fire safety, and HVAC systems.

Strong multitasking, organization, and problem-solving skills.

Prior experience with budgeting and project planning is a plus.

Experience with snow plowing is preferred.

Occasional night/weekend work required.

If you're a reliable, self-motivated professional who thrives in a hands-on role, we'd love to hear from you! Apply today by visiting our website and submitting your resume and cover letter: <https://ypi.com/employment/>