



## **NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY**

45299 Research Place • Ashburn, Virginia 20147-2600  
(703) 729-4299 • Fax (703) 729-4634 • [www.nvcja.org](http://www.nvcja.org)

### **JOB ANNOUNCEMENT**

#### **FACILITY MAINTENANCE ASSISTANT (PART-TIME)**

Tuesday - Friday, Flexible hours (between 8:00 am and 5:00 pm)

FLSA: Non-Exempt

The Northern Virginia Criminal Justice Training Academy (NVCJTA) provides basic and in-service training to law enforcement officers representing sixteen (16) police departments and sheriff's offices in the region. The NVCJTA is seeking a motivated and engaged professional to join our staff as a part-time employee in the position of Facility Maintenance Assistant.

#### **GENERAL DESCRIPTION OF POSITION:**

Under direction, the purpose of the position is to assist the NVCJTA Operations Manager with the maintenance of the Academy's campus in Ashburn, VA. This position is responsible for assisting with the following: Identifying and forecasting facility needs; coordinating repairs and upkeep; monitoring equipment status to meet health and safety standards, inspecting structures and systems to determine the need for repairs or replacement; communicating with contractors and vendors; setting up, checking security, fire alarm, and telephone systems. Performs related work as required.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Possesses a working knowledge of principles and practices of commercial facility maintenance, systems, and building operations.
- Possesses a working knowledge of the laws, ordinances, standards, and regulations pertaining to the essential duties and responsibilities of the position.
- Possesses working knowledge of building security and fire alarm systems; makes periodic changes to include adding and deleting users; ensures security and fire alarm systems are operational.
- Emphasizes the importance of maintaining a positive image in a highly motivated work environment.

- Develops and maintains cooperative and courteous relationships with internal and external partners of the Academy.
- Professionally and effectively handles requests, suggestions, and complaints.
- Estimates expected time of completion for work elements and establishes a personal schedule accordingly.
- Demonstrates effective and courteous communication skills with Academy staff, partners, vendors, and stakeholders.
- Adheres to all established safety and housekeeping standards, to include regulatory entities.
- Keeps all matters pertaining to the operation of the Academy, including security matters, in confidence.

#### **ESSENTIAL FUNCTIONS/ILLUSTRATIVE DUTIES:**

**The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed if such functions are logical and relevant to the position.**

- Assists with projects as directed by the Operations Manager, Deputy Director, and Executive Director.
- Maintains inventory control procedures of Academy property and equipment.
- Organizes priorities of work assignments in accordance with sound time management methodology and provided expectations.
- Serves as a point of contact for matters of safety and security.
- Schedules routine inspections and emergency repairs with outside vendors.
- Performs routine maintenance on facilities and makes repairs as needed
- Receives and distributes Academy supplies and equipment.
- Assists with preparing and tracking purchase requests/orders and other fiscal-related issues in coordination with the Budget Specialist and/or Deputy Director – Administration.
- Assists the Operations Manager with building and equipment maintenance contracts; assesses the performance of contractors; solicits quotes and recommends products and vendors; helps process invoices.

- Assists with updating Academy databases, spreadsheets and work orders.
- Inspects the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor spaces
- Assists with risk management; tracks and ensures compliance with periodic safety inspections.

### **PREFERRED SKILLS**

- Preferred candidates would also perform rudimentary troubleshooting on basic computer software, hardware, and other technology.

### **MARGINAL FUNCTIONS**

- Driving NVCJTA vehicle to area business to purchase supplies, materials, and equipment.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED and three years of on-the-job training from previous roles in building maintenance.

### **SPECIAL REQUIREMENTS:**

- Must possess a valid driver's license from your state/district of residence.
- Must successfully complete a character background investigation.
- Must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor; must be of good character and reputation.
- Must be able to perform essential job functions (reasonable accommodation may be granted on a case-by-case basis).

### **SALARY AND BENEFITS:**

The pay range for this position is from \$20 to \$25 per hour, depending on qualifications and experience, with typically a 24-hour workweek. This is a part-time/permanent position, which offers optional

benefits package, including limited life and health insurance, vacation and sick leave accrual, and retirement benefits.

This position will typically follow a four-day-per-week schedule, Tuesday – Friday with flexible hours. All NVCJTA buildings and facilities are smoke free.

**TO APPLY:**

Resumes and cover letters may be submitted by mail or e-mail and will be accepted until the position is filled.

Email address: [jobs@nvcja.org](mailto:jobs@nvcja.org)

Mailing address: Northern Virginia Criminal Justice Training Academy

45299 Research Place

Ashburn, VA. 20147-2600

Attn: Mr. Jeff Mees

**REASONABLE ACCOMODATION:**

Applicants with disabilities may request reasonable accommodation during the job selection process. This request should be in a timely manner to the NVCJTA and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicants.

**EQUAL OPPORTUNITY EMPLOYER:**

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.