



**BEGA North America is a world renowned manufacturer of architectural lighting solutions.**

### **Illuminating What Matters:**

A guiding light for elevating our thinking beyond day-to-day activity in a clear and memorable way, BEGA North America's vision intentionally possesses more than one meaning. Naturally, as an architectural lighting company, to illuminate a surface or an object makes perfect sense. There's a deeper meaning, however. To illuminate can also mean to make lucid or clear, or to shed light on an important concept or idea. Whether it's for our industry, our community, or our family, we want to matter to people who want to matter to us. And most importantly, to illuminate can also mean to enlighten, as with knowledge. We invest heavily in our people, and believe this simple idea is why they ultimately choose BEGA for a lifetime, because we're focused on illuminating what matters to them.

### **Who we are**

Intended to articulate the organization's culture and used as a tool to govern behavior and shape critical decision making throughout the enterprise, BEGA has established three core values.

1. Quality – We have an unwavering commitment to Quality above all... in our people, products, partners and processes.
2. Family – We are a diverse Family of passionate and self-driven individuals who act with integrity, fairness and respect, that hold one another accountable to the highest standards, and collectively promote work-life balance.
3. Growth – We embrace perpetual Growth and development, continuous learning and constant improvement, enabling the brand, the organization, and the individual to realize their full potential.

### **What we believe in**

Respect – we treat everyone with respect by being polite and kind.

Integrity – we act with integrity by being honest and following our moral and ethical convictions.

Ownership – we possess an attitude of ownership and a mentality that desires us all to thrive.

Accountability – we lead by example, always accountable for doing what we agreed we would do.

Diversity & Inclusion – we promote creating a culture of inclusive and diversity in order to achieve a work environment in which all individuals are treated fairly and respectfully with equal access to opportunities and resources.



### Position Profile

This position will perform cleanup tasks, repairs, and maintenance necessary to ensure the building and equipment are maintained. The Facilities Assistant will also collaborate with the Facilities Supervisor and Manager to make certain that the BEGA campus is presentable and clean on a daily basis.

### Knowledge & Experience

- Requires strong knowledge of procedures relating to Facility Maintenance tasks including procedures for cleaning, detailing, painting and stocking supplies.
- Requires the use of general and specialized cleaning equipment, pressure washers, mechanical scrubbing machines, paint equipment, and hand and power tools.
- Requires above average mechanical aptitude with the ability perform preventive maintenance task and repairs to facility and production equipment.
- Must have basic math skills, be self-motivated, detail oriented, well organized and be able to work under changing priorities.
- Courtesy, tact, and effectiveness in dealing with others and their request is a must.
- Must have basic computer skills.



### What you'll do

- Inspection, maintenance, and repairs to facility equipment and buildings including cleaning, painting, plumbing, electrical, drywall etc.
- Inspection, maintenance and repairs to landscape and landscape equipment including maintaining the water feature and grounds lighting system.
- Inspection, maintenance, repairs to factory and production equipment; Includes new installations, preventive/predictive maintenance, repairs to production and production support equipment.
- Janitorial duties including sweeping, mopping, cleaning, emptying trash etc.
- Daily setup and breakdown of facility equipment, patio furniture, flags, coffee and other employee supplies.
- Communicate effectively with subordinates and all levels of management.
- Define problems and resolves them quickly and efficiently.
- Keep inventory stocked up and parts ordered.
- Document all completed tasks.
- Follow directions well and completes given goals by assigned time frame.
- Keep facility in good appearance and takes initiative if need be.
- Keep shop and work areas clean.
- Demonstrate enthusiasm towards job.
- Work with courtesy and tact when dealing with co-workers and Supervisor.
- Show willingness to help others when asked.
- Work independently and accomplish daily assignments.
- Ability to execute repairs and preventive maintenance for facility and production equipment.
- Demonstrate leadership when Facility Manager is away from work.
- Ability to maintain shop and spare parts inventory in an orderly fashion and properly stocked.
- Setup and breakdown of company events including sales meetings and VISITS programs.
- Any other duties requested by supervisor.
- Evaluate, promote, and support continuous improvement every day.



### Position Dimensions

- Position requires working with moving and hot equipment, heavy lifting up to 50 lbs, bending, stooping, reaching, twisting, standing, and working with hands for long periods including working on ladders, platforms, and elevated levels.
- Fulltime position Monday–Friday with some over time offered.

**BEGA North America** is located in the heart of the picturesque “American Riviera” just south of Santa Barbara. This setting offers endless access to outdoor activities such as hiking, sailing, surfing, mountain biking, and the likes. We offer an attractive compensation package, including health care, 401(k), vacation and personal pay, educational reimbursement program, on-site gym, jogging path, wellness programs and a remarkable work environment.